Auxiliary Data (AUXDATA) Overview Guide

April 23, 2002

Record of Changes

| Version: 1.0 | Reason: Creation of document for CR 2000-014-AX, AUXMIS Rehost.
USCCG Concurrence: Robert Mills, Project Officer | Date: 03/19/2002 |
| Version: 1.1 | Reason: Updated document for the following ECRs: E2002-001-AD, E2002-007-AD, and E2002-008-AD. The following pages were updated: 15, 23, 24, 33, 34, 84-87, and 97.
USCCG Concurrence: Robert Mills, Project Officer | Date: 04/23/2002 |

Table of Contents

List of Appendices

APPENDIX A, ACTIVITY LOGS BUTTON FLOW CHARTS

APPENDIX B, PRINTING REPORTS THROUGH THE CITRIX SERVER

List of Figures

1. PREFACE

1.1 Purpose

This document has been developed to provide U.S. Coast Guard (USCG) Auxiliary users with instructions and information necessary to use the Auxiliary Data (AUXDATA) system. The goal of this document is to provide the Auxiliary with an Overview Guide for training new personnel and guidelines for using the new AUXDATA system.

1.2 Intended Audience

This overview guide was created for USCG Auxiliary personnel who use AUXDATA. The following is a list of groups for whom this document was created:

- Assistant Commandant of Operations (G-O)

- Office of Auxiliary (G-OCX)

- District/DIRAUX

- Division

- Flotilla.

1.3 Style Conventions

This document uses the following specific type styles to differentiate commands, directory names, and so forth, from the main text.

ENTER   The command to press the **ENTER** key is set in bold and uppercase.

F1   Function keys are set in bold and uppercase.

CTRL-D   Key combinations, that is, keys that are pressed simultaneously to form a command, are hyphenated and set in bold and upper case text.

ls$_\Delta$-lt   Commands are set in **12 point Courier** bold text and in upper, lower, or mixed case as required by the system.

\#   Sensitive data within a field is represented by a pound sign.

$_\Delta$ Spaces, or blank characters, in commands are represented by a subscript triangle.

variable data Variable data to be entered in response to a system prompt or as part of a command is set in italics and in upper, lower, or mixed case as required by the system.

<div align="center">

Example: **cp$_\Delta$/ax/*.pf/ax/*YYYY***.

</div>

NOTE: *Unless otherwise directed, press the **ENTER** key after typing a command within any procedure.*

1.4 Security and Privacy

Increased security has been added to the AUXDATA application. The ability to create, read, update, and delete data in the centralized system is based on the user's role and position. User IDs and passwords to the system indicate the allowable permission level that a user has and prevent users from performing any actions in AUXDATA that are beyond the scope of their level.

The USCG has migrated to a Web-based environment using the CG Standard Workstation III (CGSWIII). The new AUXDATA, which is a Solaris-Oracle-Internet Explorer application, is Web-based and runs on any workstation or laptop that supports the Microsoft Internet Explorer (MIE) Web browser, which includes all CGSWIII computers. Architecturally, the AUXMIS II legacy system moved from a CTOS-based system to become AUXDATA in a Microsoft Windows NT environment and has a completely different look and feel.

2. BUSINESS PROCEDURES

In the past, AUXMIS II business procedures mandated that users produce paper records and reports using local logs. Users were unable to view the data in the central database to determine if the CGHQ AUXDATA data clerk had entered their paper report correctly. The new functionality of AUXDATA changes some of the business procedures that were in place during the use of the AUXMIS II Legacy central computer system. Most notably, users enter their data into a log format directly in the AUXDATA central database, nearly eliminating mailing, faxing, or message traffic submission of quarterly reports.

2.1 Changes to Business Process

This section discusses many of the business process changes that have resulted with the use of AUXDATA.

2.1.1 Settings for AUXDATA

For AUXDATA to function, Regional System Managers must load the J-Initiator 1.1.7.18 plugin to MIE. This version of J-Initiator is part of CG Standard Image 4.6 and higher.

Also, Adobe Acrobat Reader must be configured properly to view reports. To configure Adobe Acrobat Reader, perform the steps below:

Step 1: Open Adobe Acrobat Reader.

Step 2: Click **File**.

Step 3: Point to **Preferences**, and click **General**.

Step 4: Ensure that **Web Browser Integration** is <u>not</u> selected (see Figure 2-1).
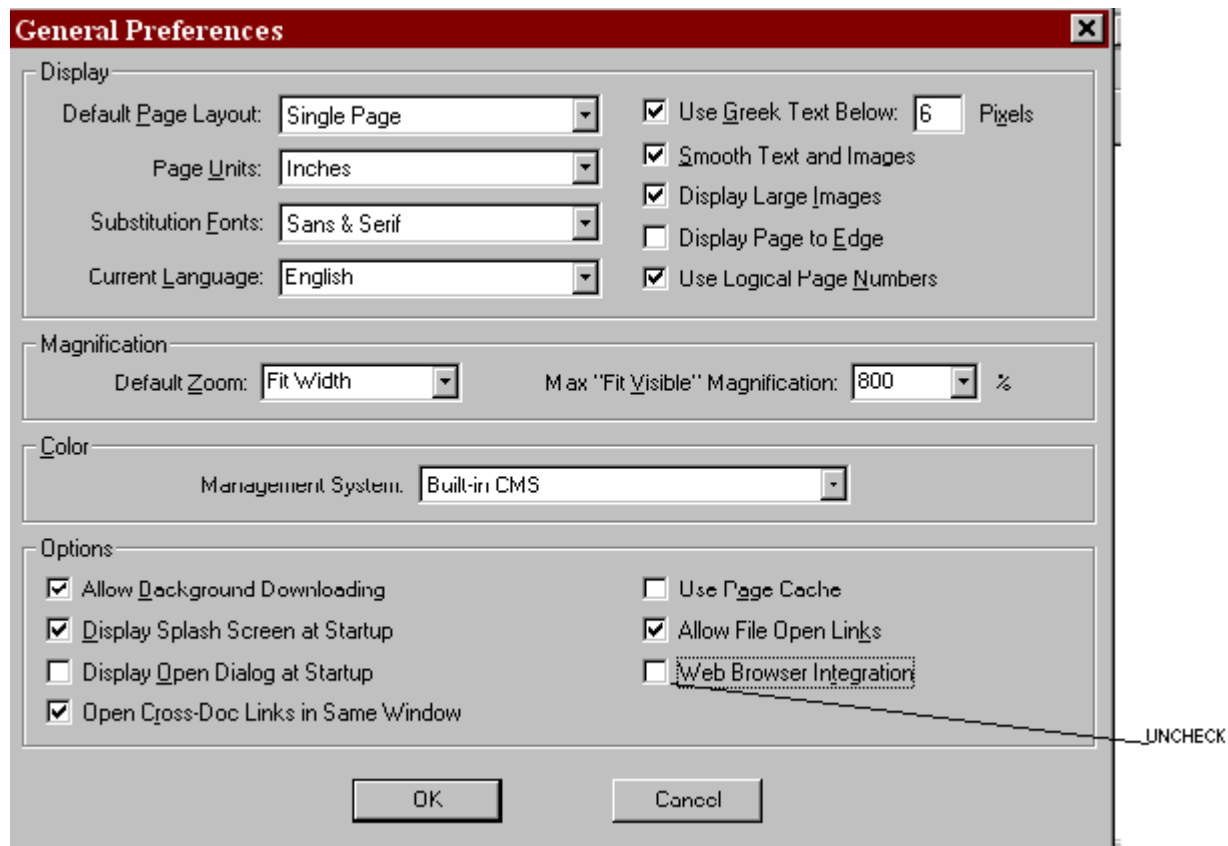
Figure 2-1 Uncheck Web Browser Integration

2.1.2 Definition of a Resource

The old AUXMIS II Reporting system treated Aircraft, Boats, Radios, and Units as unique resources with very unique reporting requirements. AUXDATA has changed to manage each resource equally. Therefore, the data capture process is fundamentally the same regardless of the type of resource the user is reporting.

AUXDATA only captures resource hours, allowing the unit to report the performance of only one mission at any given time. Employment hours were determined by the Coast Guard to be unnecessary in justifying resource utilization, and therefore, were eliminated.

2.1.3 Activity Logs

AUXDATA uses a unique Activity Log for each Resource.

One of the major benefits of the common Activity Log structure is that the statuses of all CG Auxiliary resources can be determined at any time by generating a summary report of the last activity entry for all resources within an organizational structure like a District or Flotilla. Once all users begin updating their logs in real time, there may no longer be a need to send a change in status message for individual resources.

New missions and employment categories have been incorporated in the new AUXDATA application, and some old employment categories have been omitted or changed.

2.1.4 Crew Participation in CG Auxiliary Missions

AUXDATA gives users the capability to assign crewmembers to the resource's activities. AUXDATA populates the CG unit's roster of personnel by pulling assignment data directly from the Coast Guard Human Resource Management System (CGHRMS). Pulling data directly from the same system that is used to assign Auxiliary members eliminates the need for unit users to maintain or create the basic information on CG members; the maintenance and creation is already done by PERSRUs. AUXDATA currently refreshes its rosters from CGHRMS once a week, so there is the possibility that a CG Auxiliary member who arrives at a unit one day after the roster refresh will not show up on their new unit's roster for six days. Since AUXDATA has the full listing of Coast Guard Auxiliarists, users can assign anyone member, to an activity, regardless of whether the member is assigned to the unit.

2.1.5 Data Submission

In the past, information was gathered, placed in a report, and sent to DIRAUX in paper form on a regular basis. With AUXDATA, users are able to enter mission data daily into the database and all users are able to view the data as soon as it is entered. AUXDATA nearly eliminates the need for paper records and mailed reports.

Since data entered into AUXDATA is stored in a central database at the OSC, there is no need to submit quarterly data. However, DIRAUX will need to verify the reported activities within their unit's resource logs using an approval process within AUXDATA. To eliminate the data entry and validation crunch at the end of the reporting period, AUXDATA activity data should be submitted into the database as soon as practical but no later than two weeks from when the activity took place.

3. AUXDATA FUNCTIONALITY

AUXDATA has its own built-in navigational tools, which include various menus and return links. **Do not** use your browser's **Back** and **Forward** buttons to navigate through AUXDATA. The menu items and the return links (when available) may be used at any time to navigate while logged on the system. All menu items and return links are represented by buttons. When clicked with the mouse, they link to a new page or a previous part of the application.

The AUXDATA Main Menu is shown in Figure 3-1.
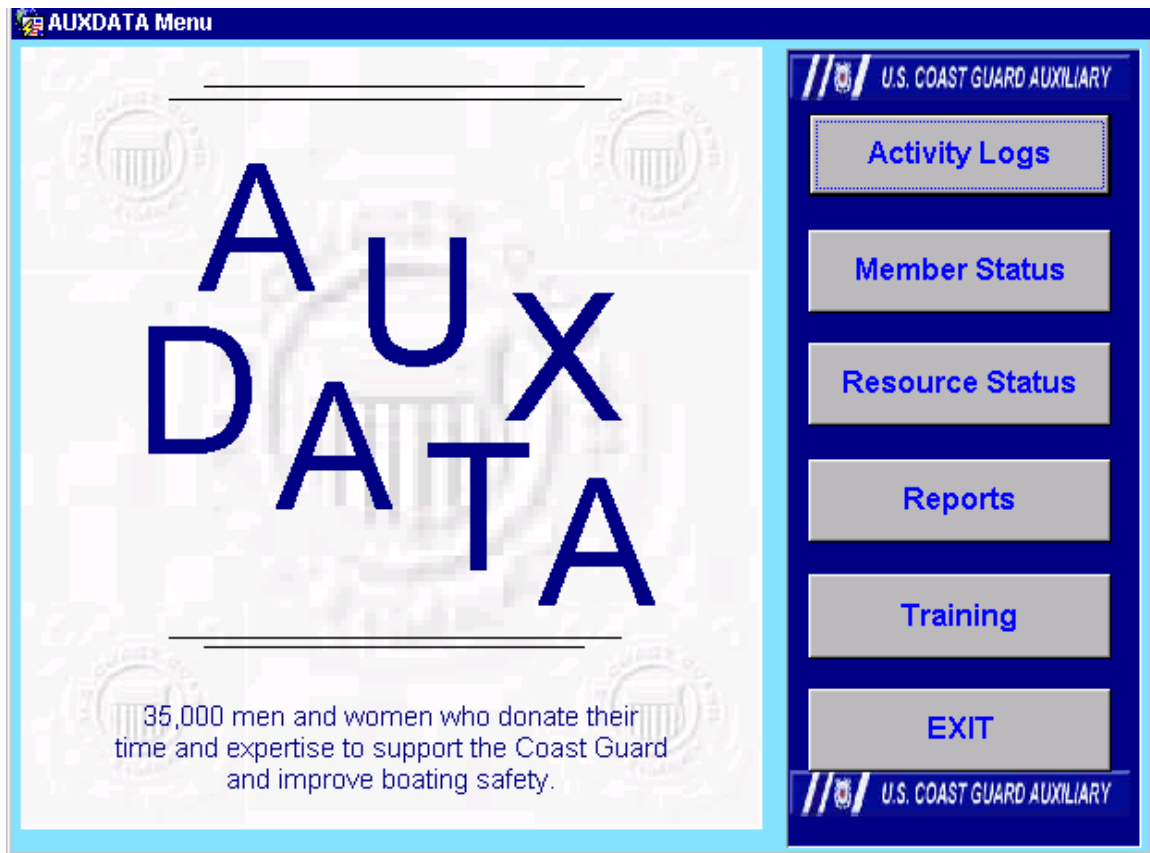
Figure 3-1 AUXDATA Main Menu

3.1 Main Menu Overview

Click any of the AUXDATA main menu options to use their capabilities. A general description of each mouse-activated menu option is listed below:

> The **Activity Logs** button allows you to view, create, or modify the activity log class data for aircraft, boats, radios, and units. This feature also allows you to record the progress of task training for crewmembers. Activity approvals are performed through the **Activity Logs** button.

Member Status

> The **Member Status** button allows you to record the status of members of your unit and any subordinate units.

Resource Status

> The **Resource Status** button allows you to view, update, and insert information on the resources listed for your unit.

Reports

> The **Reports** button allows you to run an AUXDATA report of your choice.

Training

> The **Training** button links to the Training Management Tool (TMT) application.

EXIT

> The **Exit** button logs off of the AUXDATA application.

3.2 New Capabilities

AUXDATA has new capabilities, such as increased system security, ad hoc query/reporting, file downloading, and a graphical user interface (GUI).

AUXDATA provides functionality that is consistent with the AUXMIS II legacy system. AUXDATA, under a Sun Microsystems' Solaris platform, is a GUI application and uses Microsoft Windows screen objects, such as drop-down menus, pop-up menus, push buttons, radio buttons, and so forth.

3.3 Access to Information

The CG AUXDATA centralized database resides at the OSC. Through Web browsers, users may access the same central database, from any location with a user ID and password, to perform daily tasks. This central database is updated in "real time", meaning that the instant a user modifies or enters data in the system, all other users may view the current data.

3.4 Web Functions

As a Web-based system, AUXDATA requires certain data entry and procedural actions for the best results. This section and subsections discuss some important tips to use when working with AUXDATA.

3.4.1 Date Field Formats

All days are to be treated as 24-hour days. Disregard the artificial effects of changing between Standard and Daylight Time or crossing time zone boundaries. The Zulu offset must be adjusted before entering any dates into the system. To set the Zulu offset, see *Section 5, Resource Status*. When entering dates in AUXDATA, the following two date formats are used in different instances:

- **Date Only**: *ddmmmyyyy*, where *dd* is the two-digit day, *mmm* is the first three letters of the month, and *yyyy* is the year.

    For example, an event that occurs January 15, 2001 is entered as: **15JAN2001**

- **Date and Time**: *ddttttmmmyyyy* – Date Time Group (DTG) format, where *dd* is the two digit day, *tttt* is the time on a 24 hour clock, *mmm* is the first three letters of the month, and *yyyy* is the year.

    For example, an event that occurs January 15, 2001 at 1143 hours is entered as: **151143JAN2001**

Most of the AUXDATA reports allow users to enter a date into a date field by using a Calendar feature. To enter a date into a date field using the Calendar feature, perform the following steps:

Step 1: Click the ☒ to the right of the date field.

The Calendar appears similar to Figure 3-2.

Figure 3-2 Calendar Feature

Step 2: Select a year using the ⬜ `<<` and ⬜ `>>` buttons.

Step 3: Select a month using the ⬜ `<` and ⬜ `>` buttons.

Step 4: Click the day you wish to select, and click **OK**.

The Calendar is closed and the date selected appears in the date field.

3.4.2 Required Fields

AUXDATA contains many required fields, which represent the minimum amount of data that is necessary to enter a record in AUXDATA and may not be left blank. AUXDATA will not allow users to continue if a required field is left blank. Instead, an error will be received and you must enter the required data in the field in order to continue.

3.4.3 Queries and Searches

Any time you are prompted by AUXDATA to enter search criteria, the following options are available to you, depending on the information that you have and the results that you would like to retrieve:

- If you know exactly what item you are searching for, enter as much information as possible about that item.

    The unique item that matches your search criteria appears.

- If you know only a small piece of information (perhaps only a portion of a word) to enter as search criteria, enter that information in the appropriate field and use the percent symbol (%) as a wild card. For example, when searching for a particular crewmember that has a "ch" in the last name, you may enter: `%ch%`

    A list of every entry that matches your search criteria appears. For example, if you entered `%ch%`, every last name that includes "ch" appears.

- If you know the first letter or letters of the item you are searching for, enter this information preceded by a percent symbol (%). For example, when searching for a particular crewmember whose last name ends with "ch", you may enter: `%ch`

    A list of every entry that matches your search criteria appears. For example, if you entered `%ch`, every last name that begins with "ch" appears.

- If you know the last letter or letters of the item you are searching for, enter this information followed by a percent symbol (%). For example, when searching for a particular crewmember whose last name begins with "ch", you may enter: `ch%`

    A list of every entry that matches your search criteria appears. For example, if you entered `ch%`, every last name that ends with "ch" appears.

- If you do not know any information to enter as search criteria, leave all the search criteria fields blank and click the **Find** button at the bottom of the screen.

---

*An entire listing of entries for your unit appears. If another query dialog box is displayed before the list appears, AUXDATA is giving you another chance to refine your search because the list will be large. Use any of these three options in the second box as well to refine your search or to retrieve the entire list. To display the entire list, ensure the percent symbol (%) is in the text box and click **OK**.*

3.4.4 Toolbar Options

A toolbar menu, which offers query and navigation tools, is available throughout the AUXDATA application (see Figure 3-3).
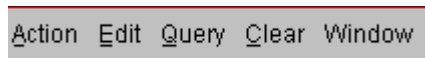
Figure 3-3 Toolbar Menu

The **Action** toolbar option offers the following tools:
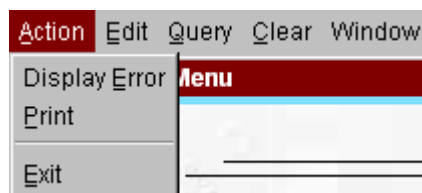
Figure 3-4 Action Menu

The **Edit** toolbar option offers the following tools:
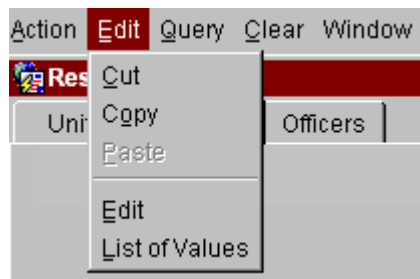
Figure 3-5 Edit Menu

The **Query** toolbar option offers the following tools:
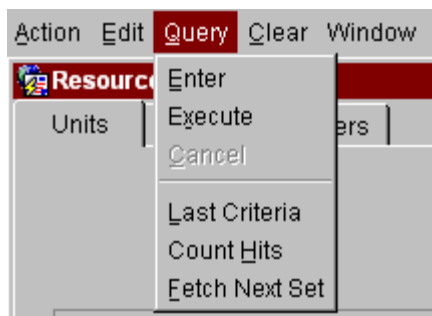
Figure 3-6 Query Menu

The **Clear** toolbar option offers the following tools:
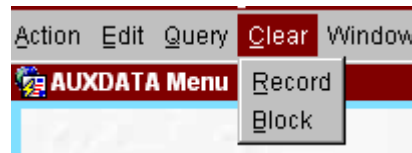
Figure 3-7 Clear Menu

The **Window** toolbar option offers the following tools:
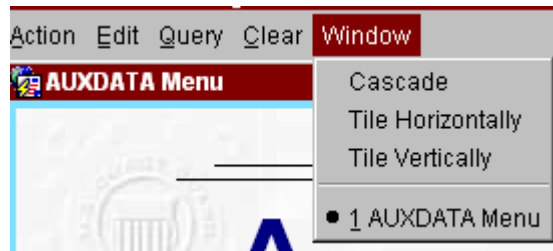
Figure 3-8 Window Menu

To execute a query for a data field, perform the following steps:

Step 1: Click the **Query** toolbar option.

> *The Query drop-down list appears.*

Step 2: Click **Enter Query**.

> *All data fields become blank.*

Step 3: Enter search parameters using the guidelines in *Section 3.4.3, Queries and Searches* for any and all data fields for which you wish to execute a query.

Step 4: Click the **Query** toolbar option.

> *The Query drop-down list appears.*

Step 5: Click **Execute Query**.

> *All records that match the search parameters entered in Step 3 appear.*

3.4.5 Lists of Values

When your cursor is placed in certain data fields, a `List of Values` message appears at the bottom of the window. This list may be accessed by pressing **CTRL-L** or by clicking the **List of Values** button. The List of Values dialog box appears similar to the one shown in Figure 3-9.
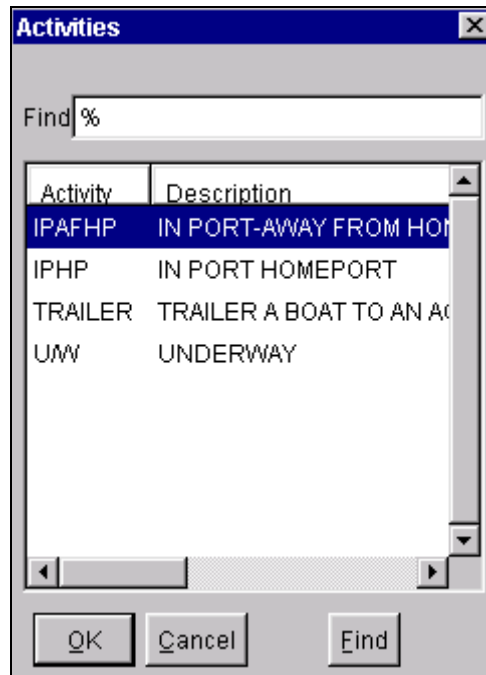
Figure 3-9 List of Values Dialog Box

You may refine your search further by entering text in the **Find** field using the guidelines in *Section 3.4.3, Queries and Searches* and clicking the **Find** button. After a successful search, click the item you wish to choose, and click **OK**.

> *The selected item is placed into the data field.*

3.4.6 List Boxes

A list box is similar to a text box in AUXMIS but has an arrow on the right end of the text box. Click the arrow on the right end of the text box to view a list of defined data entry options, one of which must be selected to fill the text box. Data can not be entered in list boxes; only selections from the available list options may be made from list boxes. An example of a list box is shown in Figure 3-10.

Figure 3-10 List Box

To use a list box to select possible data entry options, perform the following steps:

Step 1: To view the defined data entry options, click the arrow [icon] on the right end of the box.

The list of data entry options appears on the screen as shown in Figure 3-11.

Figure 3-11 Expanded List Box

Step 2: Move the mouse to highlight the data that will be selected, and then click that selection.

The list closes and the data you selected appears in the text box.

3.4.7 Column Heading Buttons

Sorting using the column headings buttons is available throughout the AUXDATA application (see Figure 3-12). These buttons lists items alphabetically, numerically, or alphanumerically.

Figure 3-12 Column Heading Buttons

Step 1: To alphabetize using the Member Name, click the **Member Name** button
([Member Name button]).

The Members are listed by Member Name.

4. CONNECTING TO AUXDATA

This section discusses the necessary user names, passwords, associated access levels, and procedures to log on AUXDATA.

4.1 Access Levels

NOTE: This user guide covers actions and procedures for all access levels. Not all users will have permissions to perform all procedures in this guide; you should discern which procedures apply to your role, or class, in AUXDATA.

All authorized AUXDATA users have the ability to view all of the aircraft, boat, radio, and unit data in AUXDATA through the Reports menu option. The ability to create, read, update, delete, and approve data in the system is based on the user's role, or class.

All users have unique identification numbers. Users' identification numbers are directly related to their assigned unit. Therefore, when users log on AUXDATA, they will only see the resources assigned to their unit and may only update activity logs for resources assigned to their unit.

The following is a brief description of each of the three access levels:

- **Flotilla Level**

    Flotilla level users have access in AUXDATA to create and update log activities.

NOTE: No action can be performed on approved logs.

- **DIRAUX Level**

    DIRAUX may log on as Air, Boat, Radio, or Unit users. DIRAUX have access in AUXDATA to approve data at the command level by using **Approvals** and to create, update, and delete data in their unit's Activity Log.

- **Headquarters Level**

    Headquarters level users have access in AUXDATA to approve data at the HQ level.

4.2 Logging On AUXDATA

AUXDATA is accessed through your Web browser on to a Personal Computer (PC) or a CGSWIII. To access AUXDATA, perform the following steps:

Step 1: Log on to a PC or a CGSWIII.

Step 2: Open the Microsoft Internet Explorer browser by double clicking the icon on your desktop.

The Microsoft Internet Explorer browser opens.

Step 3: In the **Address** text box of the browser, enter: `http://auxdata.uscg.gov` and press **ENTER**.

A window appears similar to the following:

Figure 4-1 AUXDATA Home Page

Step 4: Under Application Links, click **Training Database**.

A window appears similar to the following:

Figure 4-2 Log On Window

Step 5: Enter your *username* and *password* and click **Logon**. If you do not know your user name or password, see *Section 4.1, Obtaining User Names and Passwords*.

You are connected to AUXDATA and the AUXDATA page appears similar to Figure 4-4.
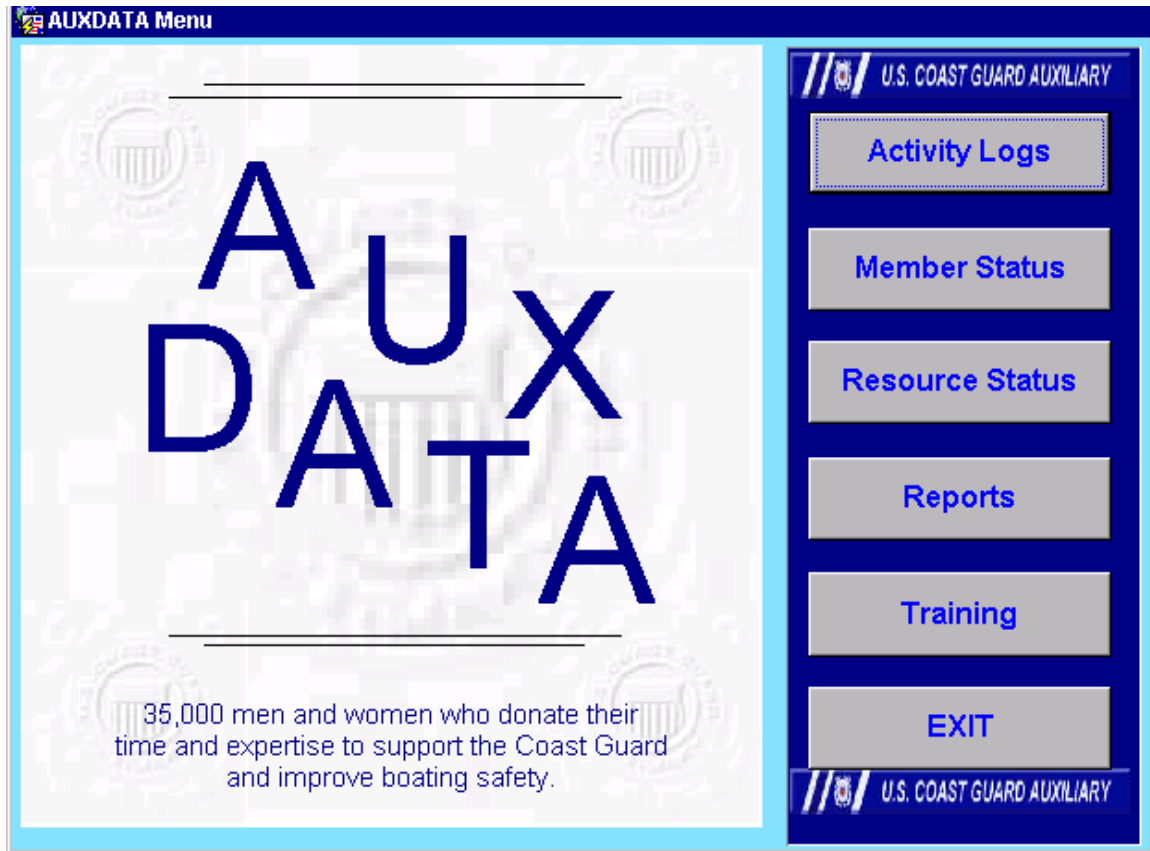
Figure 4-3 AUXDATA Main Menu

Step 6: Now that you are logged on the AUXDATA database through your browser, you may perform your Auxiliary duties. Continue to the next sections for guidance with various AUXDATA tasks.

4.3 Changing Your Password

Step 1: Log on to a PC or a CGSWIII.

Step 2: Open the Microsoft Internet Explorer browser by double clicking the icon on your desktop.
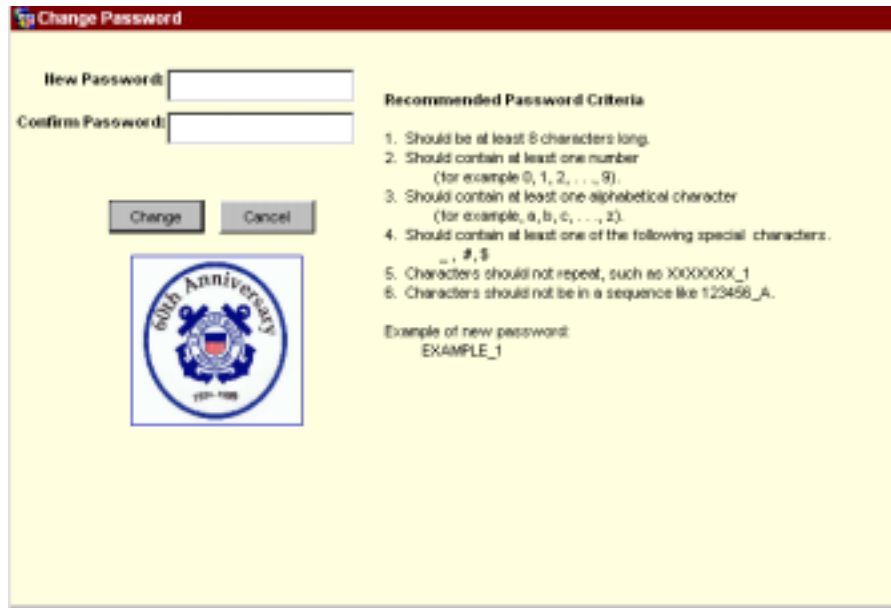
The Microsoft Internet Explorer browser opens.

Step 3: In the **Address** text box of the browser, enter: `http://auxdata.uscg.gov` and press **ENTER**.

The AUXDATA Logon Screen appears.

Step 4: Enter your *username* and *password*, click the **Change Password** checkbox, and then click **Logon**.

The Change Password screen appears similar to Figure 4-4:

Figure 4-4 Change Password Screen

NOTE: *It is highly recommended for security purposes that you adhere to the Recommended Password Criteria listed on the Password Change screen.*

Step 5: Enter a new password in the *New Password* field, then re-enter the new password in the *Confirm Password* field. Click **Change**.

A window appears similar to the following:

Figure 4-5 Confirmation Box

Step 6: Click **OK**.

Your password is changed. The user is logged on and the AUXDATA Main Menu appears.

5. ACTIVITY LOGS

The Activity Logs portion of AUXDATA is the most important and most widely used portion of the system. In the Activity Logs, you must keep a continuous log of activities for a specific aircraft, boat, cutter, or radio by entering activities each time your mission status changes. AUXDATA computes and produces all numbers and reports for you when it is time to run a report, which obviates the need for calculating the numbers yourself. AUXDATA allows you to enter your activities at any time (immediately after the activity, incrementally, or all at once), but you are responsible for ensuring that the business procedures defined in *Section 2, Business Procedures*, are followed. The Activity Logs provides the following options:

- Aircraft

- Boat (including cutter boats)

- Radio

- Unit.

Refer to *Appendix A, Activity Logs Button Flow Charts* for examples of inserting the following activities: ATON Patrol (Boat), Public Education (PE), Radio Mission – Marine Patrol (Radio), Safety Patrol (Boat), and Vessel Safety Check (VSC).

To use the Activity Logs, perform the steps in this section and subsections.

NOTE: *For the purpose of this user guide, the procedures and examples provided below are based on the Boat option. Aircraft, Boats, Radios, and Units have similar actions, but details, such as list items and resources, vary with each.*

5.1 Create Activity

To create an activity for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Activity Logs** button from the AUXDATA Main Menu.

The Boat Resources screen appears similar to the following:

Figure 5-1 Boat Resource Screen

Step 2: Click the desired resource. Click the desired unit. Click the **Activity Logs** tab.

The Activity Logs screen appears similar to the following:

Figure 5-2 Activity Logs Screen

Step 3: Click [Create Activity] button.

The cursor moves to the next available activity line and the screen has a new button.

Step 4: Enter the necessary information for the activity. Press the **TAB** key after each field. (Use the **List of Values** button when necessary.)

The information is entered.

Step 5: Click **Save**.

The information for the activity is saved.

5.2 Copy Activity

To copy an activity for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the activity log with Mission desired. Click the [Copy Activity] button.

*The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

Step 2: Enter the Start Date Local in the **Start Date Local** field and press the **TAB** key. Click **Save**.

The activity is entered and saved.

5.3 Copy Activity with Crew

To copy an activity with the crewmembers for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the activity in Approved Activities with Mission desired. Click [Copy w/Crew] button.

> *The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

Step 2: Enter the Start Date Local in the **Start Date Local** field and press the **TAB** key. Click **Save**.

> *The information is entered and saved.*

5.4 Delete an Activity

To delete an activity for your resource (aircraft, boat, radio, or unit), perform the following step:

Step 1: Click the activity to be deleted. Click [Delete Activity] button.

> *The activity is deleted.*

5.5 Cancel Insert

To cancel the insertion of an activity for your resource (aircraft, boat, radio, or unit), perform the following step:

Step 1: Click the [Cancel Insert] button.

> *The Activity is canceled and the cursor moves to the previous activity.*

5.6 Entering Activity Log Details for Resources

To enter the activity log details for your resource (aircraft, boat, or radio), perform the following steps:

Step 1: Click the first activity log entered (For example: Mission=ATON). Click the **Activity Log Details** tab.

The Activity Log Details screen appears similar to the following:

Figure 5-3 Activity Log Details Screen

Step 2: Enter the information required for Mission, SAR, or ATON details, whichever applied to the present mission. (Use the **List of Values** button when necessary.)

The information is entered.

Step 3: Click **Save**.

The information is saved.

5.7 Entering Activity Log Details for Unit

To enter the activity log details for your unit, perform the following steps:

Step 1: Click the first activity log entered (For example: Mission=VSC). Click the **Activity Log Details** tab.

> *The Activity Log Details screen appears similar to the following:*

Figure 5-4 Activity Logs Details Screen

Step 2: Enter the information required, whichever applied to the present mission. (Use the **List of Values** button when necessary.)

> *The information is entered.*

Step 3: Click **Save**.

> *The information is saved.*

5.8 Entering Crew Assignments

The Crew Assignments Tab allows you to search on the following: Your Unit and Its Subordinate Unit, Select CG Unit, and Search for Person. To enter the crew assignments for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Crew Assignments** tab.

The Crew Assignments screen appears similar to the following:

Figure 5-5 Crew Assignments Screen

Step 2: Click [>>] to assign all of the crewmembers. If not all crewmembers participated, click the desired crewmembers that participated and click [>].

All the crewmembers or crewmember selected are moved from the left side of the screen to the right side of the screen.

Step 3: For each member listed on the right side, there is a position. Use the drop-down list box to select each member position.

Step 4: Click **Save**.

The information is saved.

5.9 Entering Tasks Tab

To enter the tasks for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Tasks** tab.

The Tasks screen appears similar to the following:

Figure 5-6 Tasks Screen

Step 2: Click the **Include** check boxes for the Tasks desired.

5.10 Entering Tasks Capture

The Task Capture Tab allows you to delete, copy, and save tasks that your resource is participating. To capture the tasks for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Task Capture** tab.

The Task Capture Screen appears similar to the following:

Figure 5-7 Task Capture Screen

Step 2: Enter the information (for example: short title, name of instructor, duration in hours, date completed, and remarks) for the task to be captured.

Step 3: Click **Save**.

The information is saved.

5.11 Entering Approvals

The Approved Activities can be seen from one month to three months. To approve the activities for your resource (aircraft, boat, radio, or unit), perform the following steps:

Step 1: Click the **Approvals** tab.

The Approvals screen appears similar to the following:

Figure 5-8 Approvals Screen

Step 2: Click the desired activity in Unapproved Activities. Click [up] .

The activity is highlighted. A message similar to the following appears:

```
You are about to transfer this facility to another unit.  Continue?
```

Step 3: Click **Confirm**.

Step 4: Click the **List of Values** button. Click the unit desired. Click **OK**.

Step 5: Click **Transfer**.

The resource is transferred. A message appears confirming the transfer.

Step 6: Click **OK**.

The Resource screen appears.

6. DISESTABLISH A UNIT

AUXDATA allows you to disestablish a unit and a subordinate unit. Perform the following steps to disestablish a unit:

Step 1: Click the unit desired to disestablish. Click **Update**.

The Unit Update screen appears.

Step 2: In the **Disestablish Date** field, enter the date the unit is to be disestablished and press the **TAB** key. Click **Save**.

A Unit Transfer screen similar to the following appears:

Figure 6-1 Unit Transfer Screen

Step 3: Click **List of Values**. Select the unit to be transferred to. Click **OK**.

The Unit Number and Name entered appear.

Step 4: Click **Save**.

A confirmation message appears.

Step 5: Click **OK**.

The Unit Update screen appears.

7. MEMBER STATUS

AUXDATA allows you to record the status of members of your unit and any subordinate units. To record a unit's personnel status, perform the following steps:

Step 1: Click the **Member Status** button from the AUXDATA main menu.

> *A list of the crewmembers assigned to your unit and subordinate units appear similar to the following:*

Figure 7-1 Member Status Unit Screen

NOTE: *The **Menu** button allows you to return to the AUXDATA Main Menu.*

Step 2: Click the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears similar to the following:

Figure 7-2 Member Screen

*NOTE: The **Active** and **Inactive** option buttons allows you to view Active or Inactive members.*
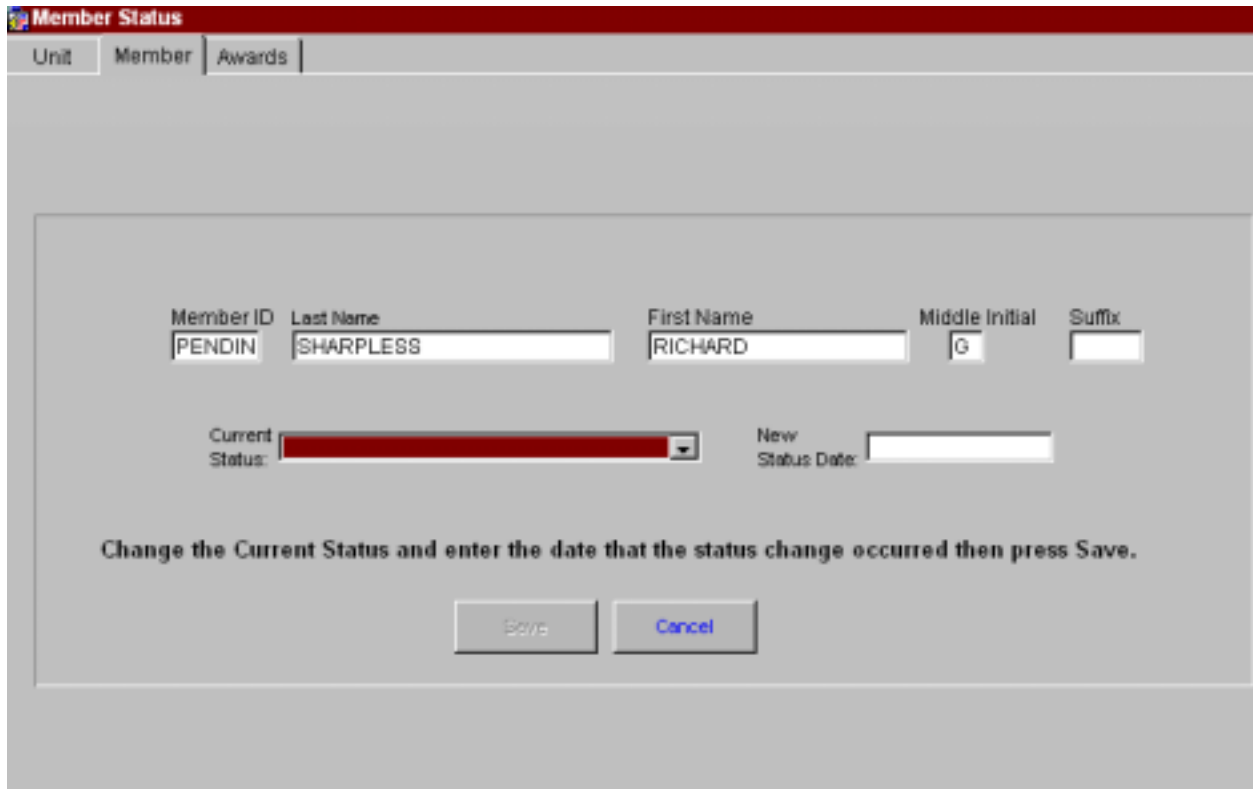
7.1 Change Member Status

AUXDATA allows you to change the status of the members in your unit and your subordinate units. Perform the following steps:

Step 1: Click the **Member Status** button from the AUXDATA main menu.

Step 2: Click the **Change Status** button.

The Change Status Screen appears similar to the following:

Figure 7-3 Change Status Screen

Step 3: Click the **Current Status** drop-down list box, and then click the status desired. In the **New Status Date** text box, enter the date desired. Press the **TAB** key.

The information is entered.

Step 4: Click **Save**.

A confirmation message appears.

Step 5: Click **OK**.

The Member Selection screen appears and the member status is changed.

7.2 Insert Member

AUXDATA allows you to insert a new member in your unit and your subordinate units. Perform the following steps:

Step 1: Click the ⟨**Member Status**⟩ button from the AUXDATA main menu.

Step 2: Click the unit or subordinate unit desired. Click the **Member** tab.

>*The Member Screen appears.*

Step 3: Click the **Insert** button.

>*The Insert Screen appears similar to the following:*

Figure 7-4 Member Insert Screen

Step 4: Enter the necessary information for the member. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.)

Step 5: Click **Save**.

>*The record is saved.*

7.3 Update Member

AUXDATA allows you to update members in your unit and your subordinate units. Perform the following steps:

Step 1: Click the <u>**Member Status**</u> button from the AUXDATA main menu.

Step 2: Click the unit or subordinate unit desired. Click the **Member** tab.

> *The Member Screen appears.*

Step 3: Click the member to be updated. Click the **Update** button.

> *The Update Screen appears similar to the following:*

Figure 7-5 Member Update Screen

Step 4: Make the changes to the member's information.

Step 5: Click **Save**.

> *The information is saved.*

Step 4: Click the **Menu** button.

> *The Unit Selection screen appears.*

7.4 Transfer a Member

AUXDATA allows you to transfer a member of your unit and your subordinate units to another unit. Perform the following steps:

Step 1: Click the [**Member Status**] button from the AUXDATA main menu.

Step 2: Click the unit or subordinate unit desired. Click the **Member** tab.

The Member Screen appears.

Step 3: Click the member you wish to transfer. Click the **Update** button.

The Member Update screen appears.

Step 4: Click the **Transfer** button.

The Member Transfer screen appears similar to the following displaying the member to be transferred:

Figure 7-6 Member Transfer Screen

Step 5: Click the **List of Values** button for the Unit Name. Scroll down and click the unit desired. Click **OK**. Press the **TAB** key.

The information is entered.

Step 6: Click **Save**.

> *A confirmation message appears.*

Step 7: Click **OK**.

> *The Member Information screen appears with the new unit listed for the member.*

7.5 Awards

AUXDATA allows you to grant awards to members in your unit and your subordinate units. Perform the following steps:

Step 1: Click the **Member Status** button from the AUXDATA main menu.

Step 2: Click the unit or subordinate unit desired. Click the **Member** tab.

> *The Member Screen appears.*

Step 3: Click the unit desired. Click the **Awards** tab.

> *The Awards Information Screen appears similar to the following:*

Figure 7-7 Awards Information Screen

Step 4: From the Award drop-down list box, select the award you with to grant. Press the **TAB** key. Enter date of the award in the **Award Date** field.

Step 5: Click [>>] to move all of the eligible crewmembers to receive awards. Click the eligible crewmember to receive the award and click [>].

*The crewmembers or crewmember is moved from **Eligible to Receive Award** to **Awardees**.*

8. RESOURCE STATUS

AUXDATA allows you update, insert, save units, facilities, and officers of your unit and any subordinate units. This section provides instructions for using the Resource Status button. Perform the following steps to access the Resource Status feature:

Step 1: Click the ⬚ **Resource Status** button from the AUXDATA main menu.

The Unit Selection Screen appears similar to the following:

Figure 8-1 Unit Selection Screen

8.1 Insert Unit

Perform the following steps to insert a unit:

Step 1: Click the **Resource Status** button from the AUXDATA main menu.

The Unit Selection Screen appears.

Step 2: Click the **Insert** button.

The Unit Insert Screen appears similar to the following:

Figure 8-2 Unit Insert Screen

Step 3: Enter the necessary information for the unit. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

The information is entered and saved.

8.2 Update a Unit

Perform the following steps to update a unit:

Step 1: Click the [Resource Status] button from the AUXDATA main menu.

The Unit Selection Screen appears.

Step 2: Select the unit to be updated. Click the [Update] button.

The Unit Update screen appears similar to the following, displaying information for the selected unit:

Figure 8-3 Unit Update Screen

Step 3: Enter and or modify the information appropriately. Click **Save**.

The information is entered and saved.

8.3 Insert a Facility

The Facilities tab allows you to insert and update operational facilities for your units and subordinate units. Perform the following steps to insert a facility:

Step 1: Click the **Resource Status** button from the AUXDATA main menu.

The Unit Selection Screen appears similar to the following:

Step 2: Click the unit desired. Click the **Facilities** tab.

The Facilities screen similar to the following appears:
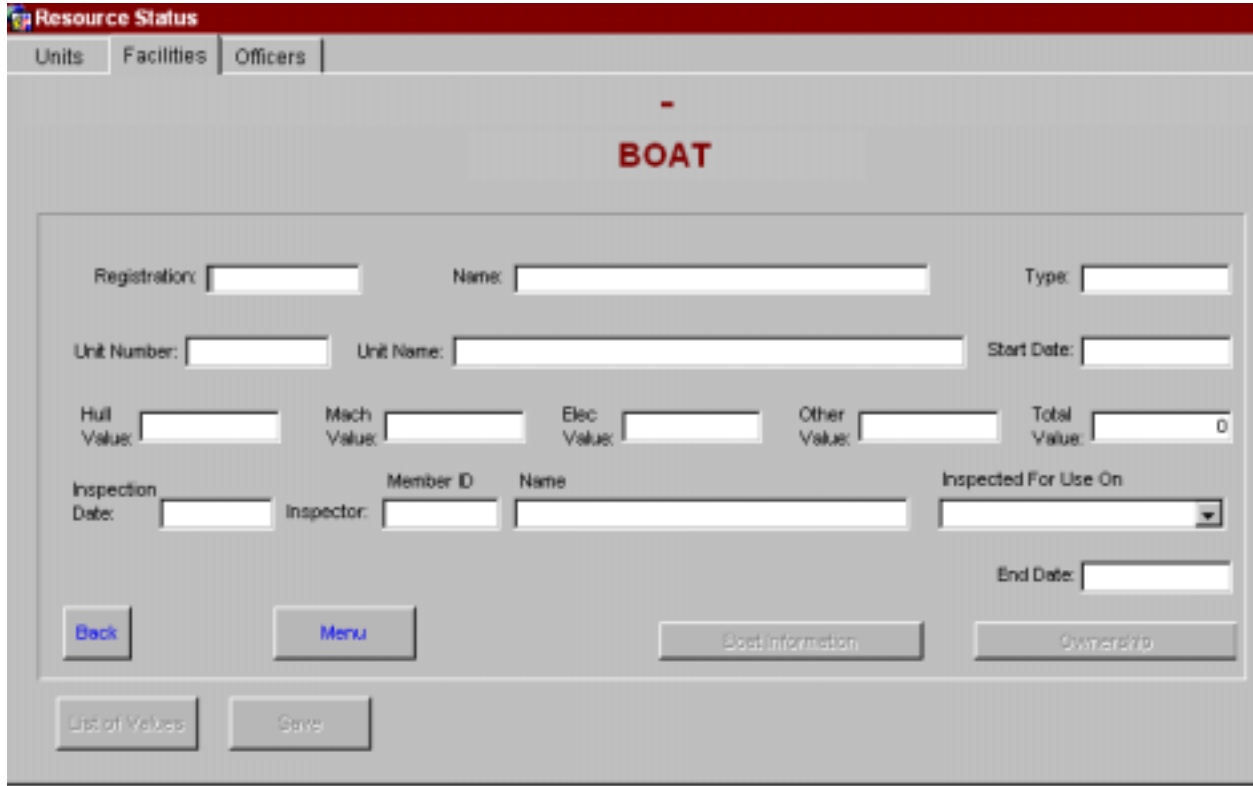
Figure 8-4 Facilities Screen

Step 3: Click the facility you wish to insert. (For example, a boat, aircraft, or radio.) Click the [Insert] button.

The Facility Insert screen appears similar to the following:

Figure 8-5 Facility Insert Screen

Step 4: Enter the required information. Click **Save**.

The information is entered and saved.

Step 5: Click the **Boat Information** button.

The Boat Information screen appears similar to the following:

Figure 8-6 Boat Information Screen

Step 6: Enter the necessary information for the boat. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

The information is entered and saved.

Step 7: Click the **Details** button.

The Boat Details screen appears, similar to the following:

Figure 8-7 Boat Details Screen

Step 8: Enter the necessary information for the facility. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

The information is entered and saved.

8.4 Update a Facility

Perform the following steps to update a facility:

Step 1: Click the **Resource Status** button from the AUXDATA main menu.

The Unit Selection screen appears similar to the following:

Step 2: Click the unit desired on the Units Screen. Click the **Facilities** tab.

The Facilities screen appears.

Step 3: Click the desired facility to be updated (for example, a boat, aircraft, or radio.) Click the **Update** button.

The Boat Update Screen appears.

Step 4: Click the text boxes that need modified. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

The information is entered and saved.

Step 5: Click the **Ownership** button.

The Ownership screen appears similar to the following:

Figure 8-8 Ownership Screen

Step 6: Click the text boxes that need modified. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

The information is entered and saved.

8.5 Officers Tab

The Officers tab allows you to update officers for your units and subordinate units. Perform the following steps to update an officer(s):

Step 1: Click the

Resource Status

button from the AUXDATA main menu.

The Unit Selection Screen appears similar to the following:

Step 2: Click the desired unit. Click the **Officers** tab.

The Officers screen appears similar to the following:

Figure 8-9 Officers Screen

Step 3: Click the Office to be updated. Click **Update**.

> *The Officers Update screen appear similar to the following, displaying information for the selected Office:*

Figure 8-10 Officers Update Screen

Step 4: Click the text boxes that need modified. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

> *The Officers Information screen appears. The Officer has been updated.*

9. REPORTS

AUXDATA allows you to run the following types of reports: Activity Logs, Abstract, Chain of Command, Crew Underway Time, Resources By Flotilla, Operations, E-mail Directory, Member Roster, Log Activity Summary, Activity By State, Sail List Detail, Daily Sail List, Underway Resource Hours, Days Underway, Underway Activity and Crew, Underway Crew, Address and Flotilla Data, and Unit Summary Data. This section provides instructions for using the Reports button.

For instructions on printing reports when connected through the CITRIX Server refer to *Appendix B, Printing Reports Through the Citrix Server*.

Perform the following step to access the Reports feature:

Click the [REPORTS] button.

A screen similar to the following appears:

Figure 9-1 AUXMIS Reports Screen

9.1 Activity Logs
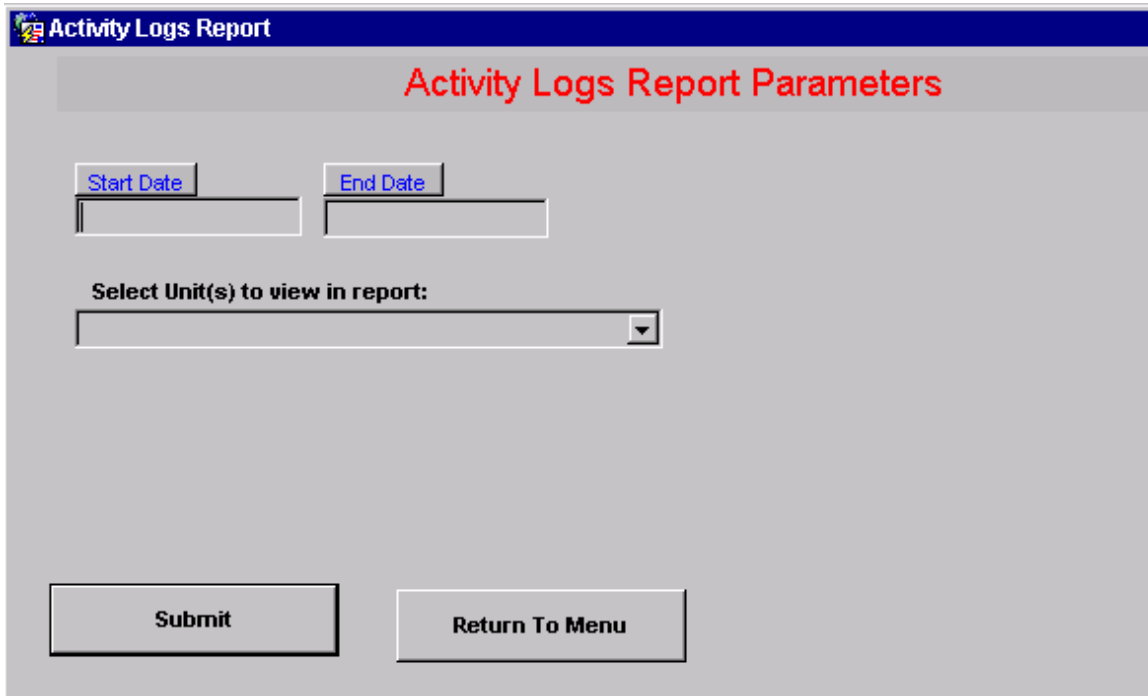
The Activity Logs button allows you to run a report on Activity Logs from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an activity log report:

Step 1: From the AUXDATA Main Menu, click the | REPORTS | button.

The AUXMIS Reports Screen appears.

Step 2: Click the | Activity Logs | button.

A screen similar to the following appears:

Figure 9-2 Activity Logs Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Activity Logs Report screen appears similar to the following:

Figure 9-3 Activity Logs Report Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.2 Abstract of Operations

The Abstract of Operations button allows you to run a report on Abstract of Operations from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an abstract report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Abstract of Operations] button.

The Abstract of Operations Report Parameters screen similar to the following appears:

Figure 9-4 Abstract of Operations Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Activity Logs screen appears similar to the following:

Figure 9-5 Abstract of Operations Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.3 Auxiliary Unit Listing

The Auxiliary Unit Listing button allows you to receive the Auxiliary Unit Listing Report. Perform the following steps to run a Chain of Command report:

Step 1: From the AUXDATA Main Menu, click the | REPORTS | button.

The AUXMIS Reports Screen appears.

Step 2: Click the | Auxiliary Unit Listing | button.

The Auxiliary Unit Listing Screen appears similar to the following:

UNITED STATES COAST GUARD AUXILIARY

Auxiliary Unit Listing

Parent Unit: AUXILIARY NATIONAL UNIT	Unit Number:	0
Unit Name:	**Unit Number:**	
FIRST NORTHERN	013	
FIRST SOUTHERN	014	
FIFTH NORTHERN	053	
FIFTH SOUTHERN	054	
SEVENTH DISTRICT	070	
EIGHTH DISTRICT - COASTAL	081	
EIGHTH DISTRICT - EASTERN	082	
EIGHTH DISTRICT - WESTERN	085	
NINTH CENTRAL	091	
NINTH EASTERN	092	
NINTH WESTERN	095	
ELEVENTH NORTHERN	113	

Figure 9-6 Auxiliary Unit Listing Screen

Step 3: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.4 Crew Underway Time

The Crew Underway Time button allows you to run a report on the crew hours from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Crew Underway Time report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Crew Underway Time] button.

The Crew Underway Time Report Parameters similar to the following appears:

Figure 9-7 Crew Underway Time Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Crew Underway Time screen appears similar to the following:

Figure 9-8 Crew Underway Time Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.5 Resources By Flotilla

The Resources By Flotilla button allows you to run a report on Resources By Flotilla. Perform the following steps to run a Resources By Flotilla report:
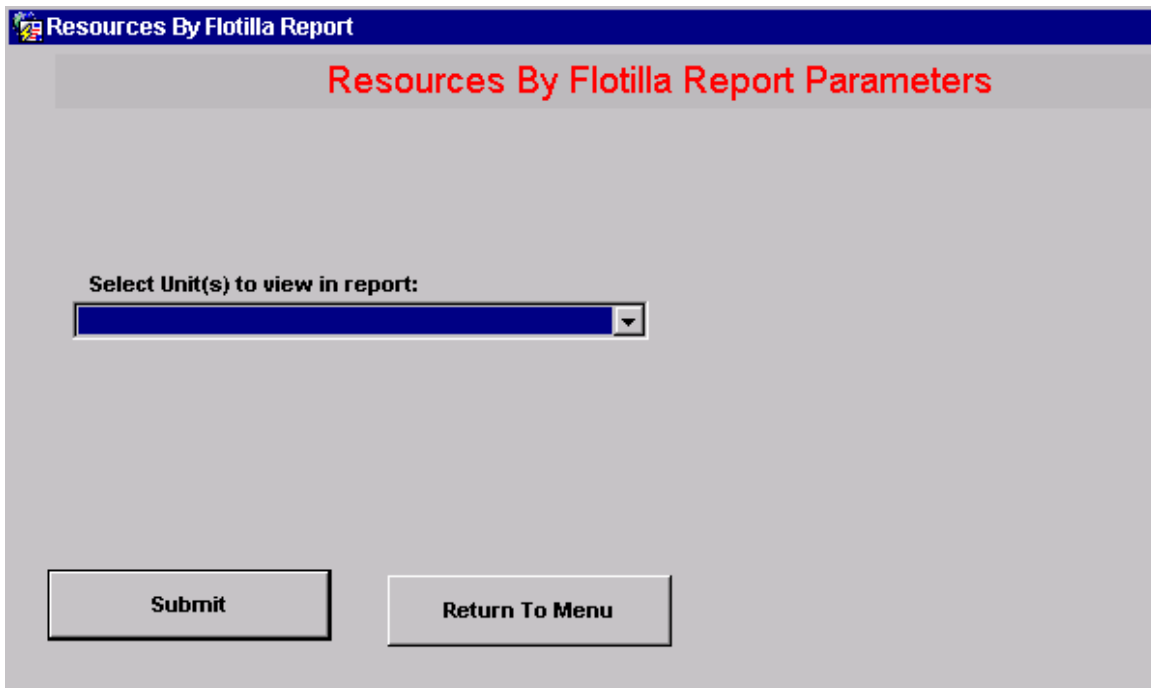
Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Resources By Flotilla] button.

The Resources By Flotilla Report Parameters screen similar to the following appears:

Resources By Flotilla Report

Resources By Flotilla Report Parameters

Select Unit(s) to view in report:

[   ] ▼

[Submit]   [Return To Menu]

Figure 9-9 Resources By Flotilla Report Parameters Screen

Step 3: Select the unit to view in report. Click **Submit**.

The Resources By Flotilla screen appears similar to the following:

Resources By Flotilla

130-07-06 HAYDEN ISLAND

Unit Number	Unit Name	Class Code	Type Code	Resource Length	Hull Tail	Inspection Date
130-07-06	HAYDEN ISLAND	B	CC	24	OR760ZA	11-MAY-01
130-07-06	HAYDEN ISLAND	B	CRS	23	OR159WY	
130-07-06	HAYDEN ISLAND	B	EXPCRS	28	OR559JK	31-MAR-01
130-07-06	HAYDEN ISLAND	R	MOBILE		NM13CW	29-MAR-99
130-07-06	HAYDEN ISLAND	R	MOBILE		NM13CF	22-MAR-01
130-07-06	HAYDEN ISLAND	U	FLOT		U21854	

Figure 9-10 Resources By Flotilla Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.6 USCG Auxiliary Operations

The USCG Auxiliary Operations button allows you to run a report on USCG Auxiliary Operations and Return to the Main Menu. Perform the following steps to run an USCG Auxiliary Operations report:

Step 1: From the AUXDATA Main Menu, click the [**REPORTS**] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [USCG Auxiliary Operations] button.

The USCG Auxiliary Operations Report Parameters screen similar to the following appears:
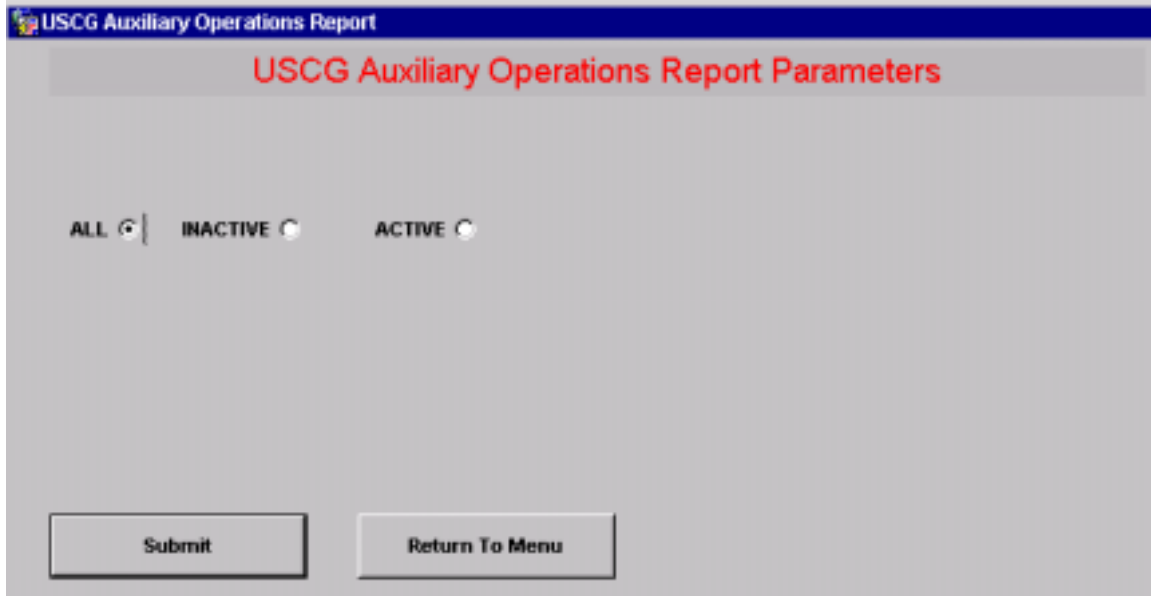
Figure 9-11 USCG Auxiliary Operations Report Parameters Screen

Step 3: Select one of the desired following option buttons: **All**, **Inactive**, or **Active**. Click **Submit**.

The USCG Auxiliary Operations screen appears similar to the following:

UNITED STATES COAST GUARD AUXILIARY **USCG Auxiliary Operations**

Operation Code	Owner Name	Description	Start Date	End Date
NE-D11	D11	NO EXPLANATION	01 OCT 1992	31 DEC 1992
NE-17	D17	NO EXPLANATION	01 OCT 1992	31 DEC 1992
FO	D2	FLOOD OPS	01 JUL 1993	30 SEP 1993
NE-LANT	LANTAREA	NO EXPLANATION	01 JUL 1993	30 SEP 1993
SCF	D11	SOUTHERN CALIFORNIA FIRES	01 OCT 1993	31 DEC 1993
NE-PAC	PACAREA	NO EXPLANATION	01 JAN 1994	31 MAR 1994
OLMP	D7	1996 OLYMPICS	01 APR 1994	30 SEP 1996
FPT	D2	FULL POWER TRAILS	01 APR 1994	30 JUN 1994
D8COC	D8	D8 CHANGE OF COMMAND	01 APR 1994	31 MAR 1995
NE-D8	D8	NO EXPLANATION	01 APR 1994	30 JUN 1994
MD	D7	MAINTAIN DEMOCRACY (MNF HAITI)	01 SEP 1994	31 DEC 1994
SOA	D7	SUMMIT OF THE AMERICAS	01 SEP 1994	31 DEC 1994
NE-D5	D5	NO EXPLANATION	01 SEP 1994	31 DEC 1994
OT	D8	OCEAN TECHNICAL (UW TRANSIT TIME TO)	01 JAN 1995	31 MAR 1995
NE-D2	D2	NO EXPLANATION	01 APR 1995	30 JUN 1995
B2HUR	D5	BRAVO-TWO FOR HURRICANE	01 JUL 1995	30 SEP 1995
NE-D1	D1	NO EXPLANATION	01 JUL 1995	30 SEP 1995

Figure 9-12 USCG Auxiliary Operations Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.7 E-mail Directory

The E-mail Directory button allows you to run a report on the e-mail directory by unit and Return to the Main Menu. Perform the following steps to run an E-mail Directory report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the ▢ **E-mail Directory** ▢ button.

The Email Directory Report Parameters screen similar to the following appears:

Figure 9-13 Email Directory Report Parameters Screen

Step 3: Click the arrow for the drop-down list. Click the desired unit.

The unit appears in the box.

Step 4: Click **Submit**.

The E-mail Directory screen similar to the following appears:

| | E-mail Directory |
| | 130-07-01 LONGVIEW |

Member No.	E-mail
1173249	"BRONSON, STEVEN C." <WATREBORNE@AOL.COM>
1173969	"BUNN, THOMAS E. E." <>
1183009	"CLARK, STEPHEN A." <>
1185349	"COWAN, CHAD A." <>
1173564	"CZARNECKI, LESLIE W." <LECZAR@TDN.COM>
1173754	"CZARNECKI, WILLIAM J." <BILLOWASH@TDN.COM>
1173646	"DAVIDSON, JANET R." <>
1173204	"DAVIDSON, ROBERT L." <>
1183049	"DIGIUSTINO, MICHAEL A." <>
1185352	"FISH, ROBERT W." <>
1174109	"GULBRANDSON, DANIEL C." <>
1167472	"HEID, ERIC A." <>
1175444	"HOUSTON, DAVID T." <DAVID.HOUSTON@ORNGB.ARMY>
1173610	"INMAN, LLOYD V." <>
1174150	"JOHNS, KIMBERLY A." <FLOTILLA71@AOL.COM>

Figure 9-14 E-mail Directory Screen

Step 5: Click the **X** in the upper right hand corner.

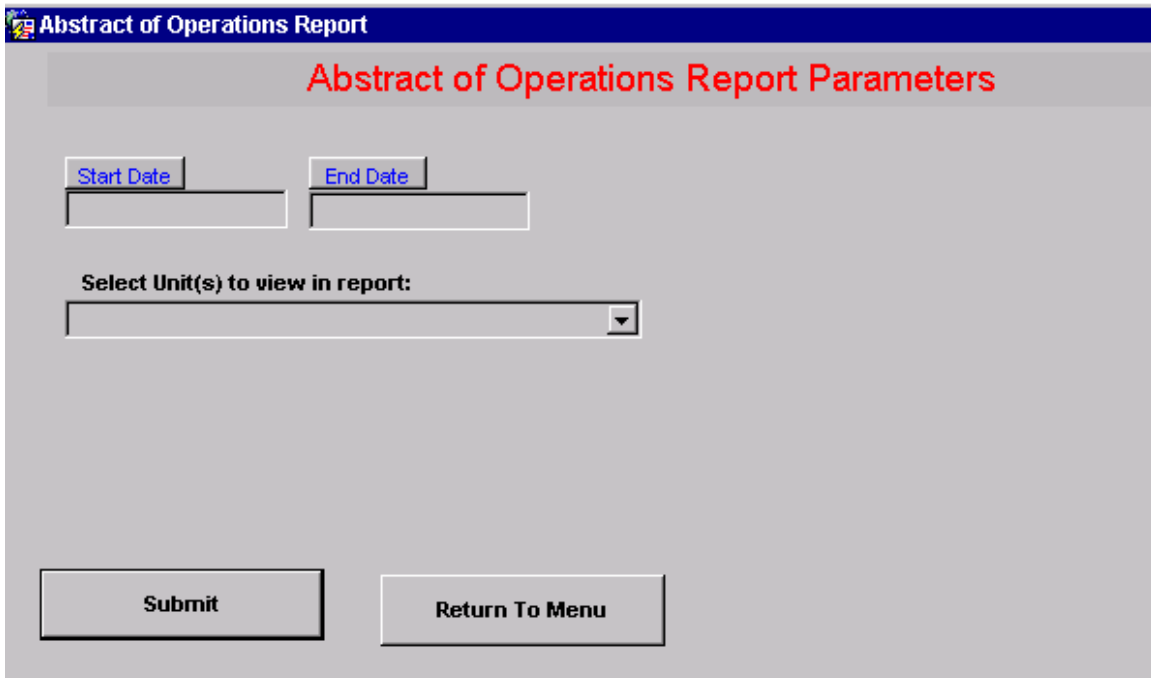*The window closes and the AUXMIS Reports Screen appears.*

9.8 Member Roster

The Member Roster button allows you to run a report on the Member Roster by unit and Return to the Main Menu. Perform the following steps to run an E-mail Directory report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Member Roster] button.

The Member Roster Report Parameters screen similar to the following appears:

Figure 9-15 Member Roster Report Parameters Screen

Step 3: Click the arrow for the drop-down list. Click the desired unit.

The unit appears in the box.

Step 4: Click **Submit**.

The Member Roster screen similar to the following appears:

Figure 9-16 Member Roster Screen

Step 5: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.9 Return To Menu

The Return to Menu button allows you to return to the AUXDATA Main Menu. Perform the following steps to return to the AUXDATA Main Menu:

Step 1: From the AUXDATA Main Menu, click the | REPORTS | button.

The AUXMIS Reports Screen appears.

Step 2: Click the | Return To Menu | button.

The AUXDATA Main Menu screen appears.

9.10 Log Activity Summary

The Log Activity Summary button allows you to run a report on log activity summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Log Activity Summary report:

Step 1: From the AUXDATA Main Menu, click the | REPORTS | button.

The AUXMIS Reports Screen appears.

Step 2: Click the | Log Activity Summary | button.

The Log Activity Summary Report Parameters screen similar to the following appears:

Figure 9-17 Activity Log Summary Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Log Activity Summary screen similar to the following appears:

Figure 9-18 Log Activity Summary Screen

Step 4: Click the **X** in the upper right hand corner.

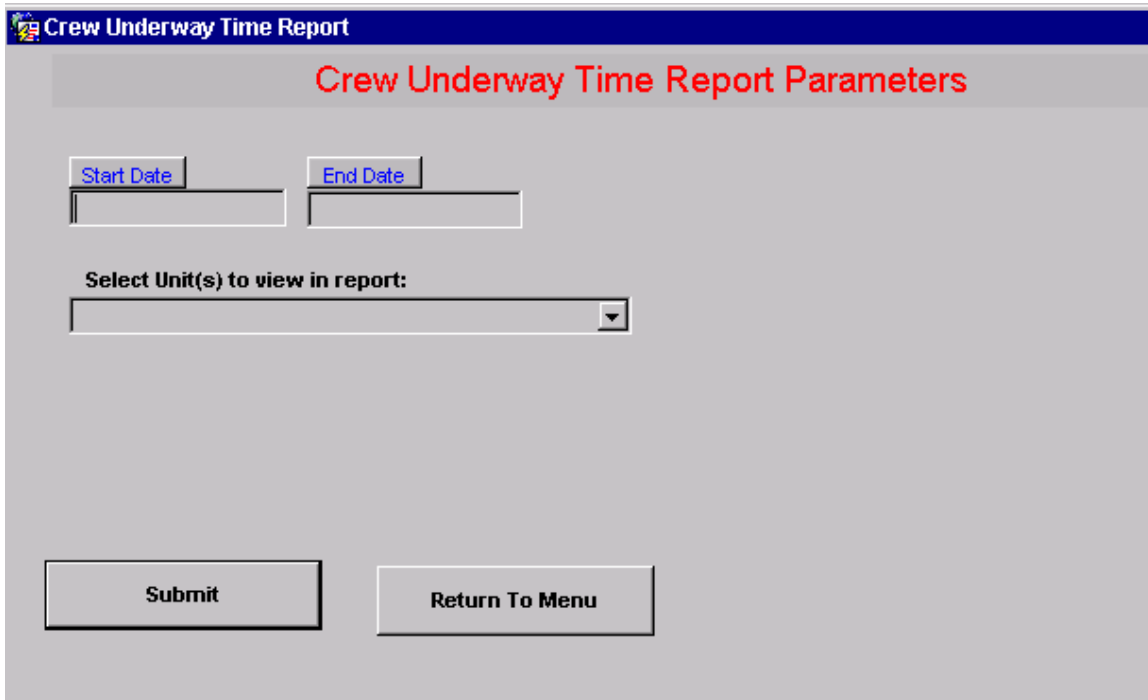*The window closes and the AUXMIS Reports Screen appears.*

9.11 Activity By State

The Activity By State button allows you to run a report on log activity summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Activity By State report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Activity By State] button.

The Activity By State Report Parameters screen similar to the following appears:

Figure 9-19 Activity By State Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Activity By State screen similar to the following appears:

Figure 9-20 Activity By State Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.12 Sailing List Detail
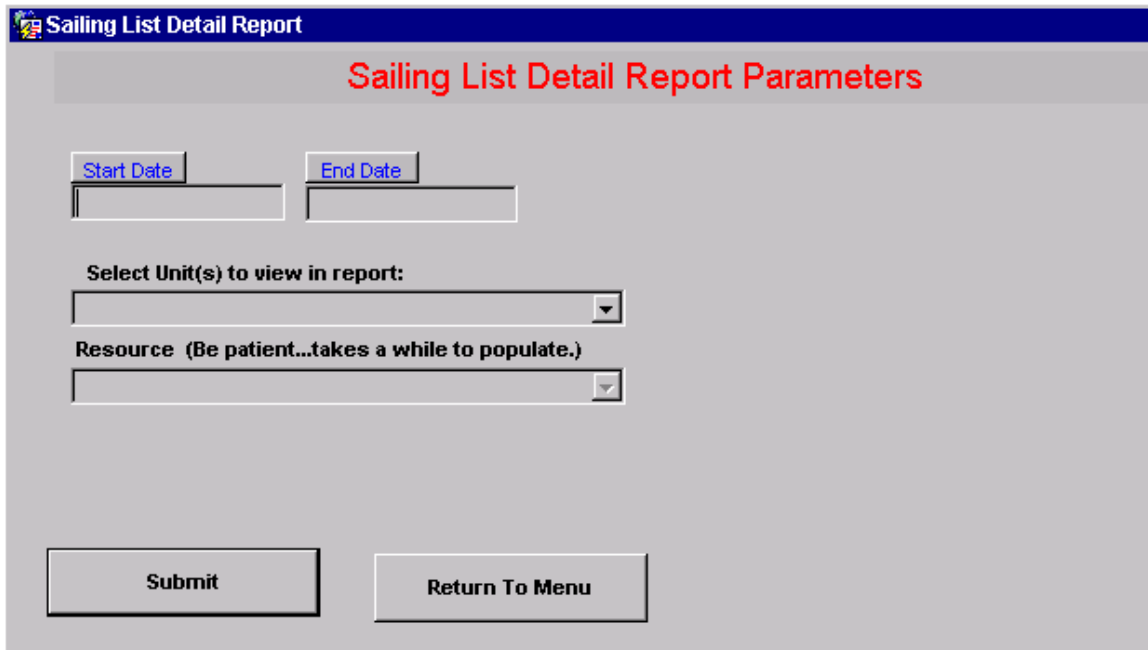
The Sailing List Detail button allows you to run a report on sail list detail from the Start Date, End Date, Resource and Return to the Main Menu. Perform the following steps to run a Sailing List Detail report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Sailing List Detail] button.

The Sailing List Detail Report Parameters screen similar to the following appears:

Figure 9-21 Sailing List Detail Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Click the drop-down list box for the desired unit and then the desired resource. Click **Submit**.

The Sailing List Detail screen similar to the following appears:

Figure 9-22 Sailing List Detail Screen

Step 4: Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

9.13 Daily Sailing List
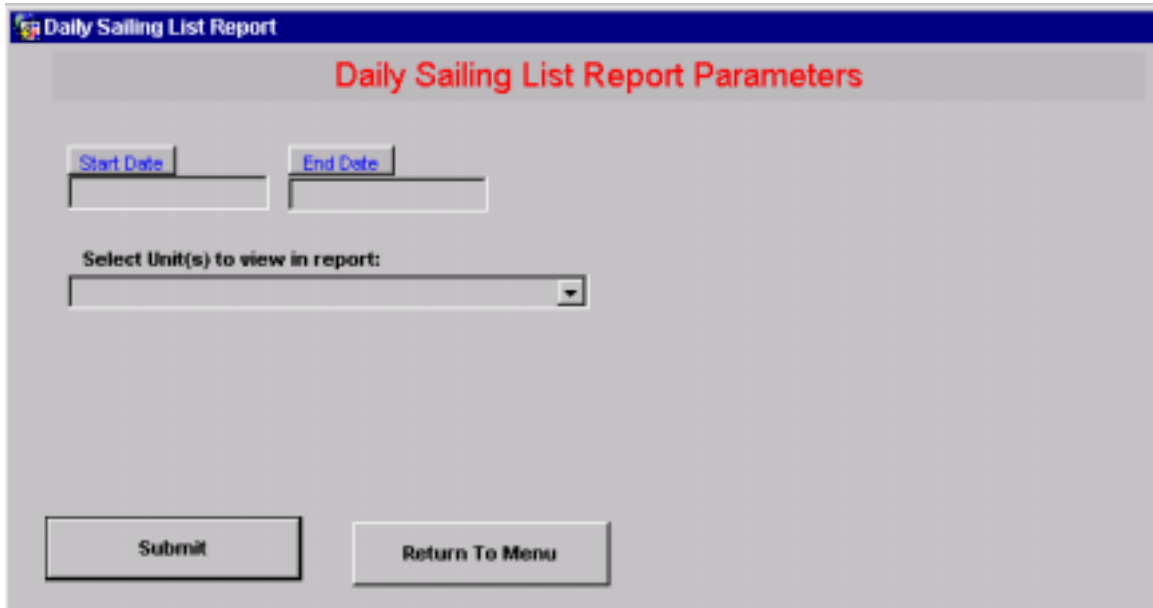
The Daily Sailing List button allows you to run a report on a daily sail list from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Daily Sailing List report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

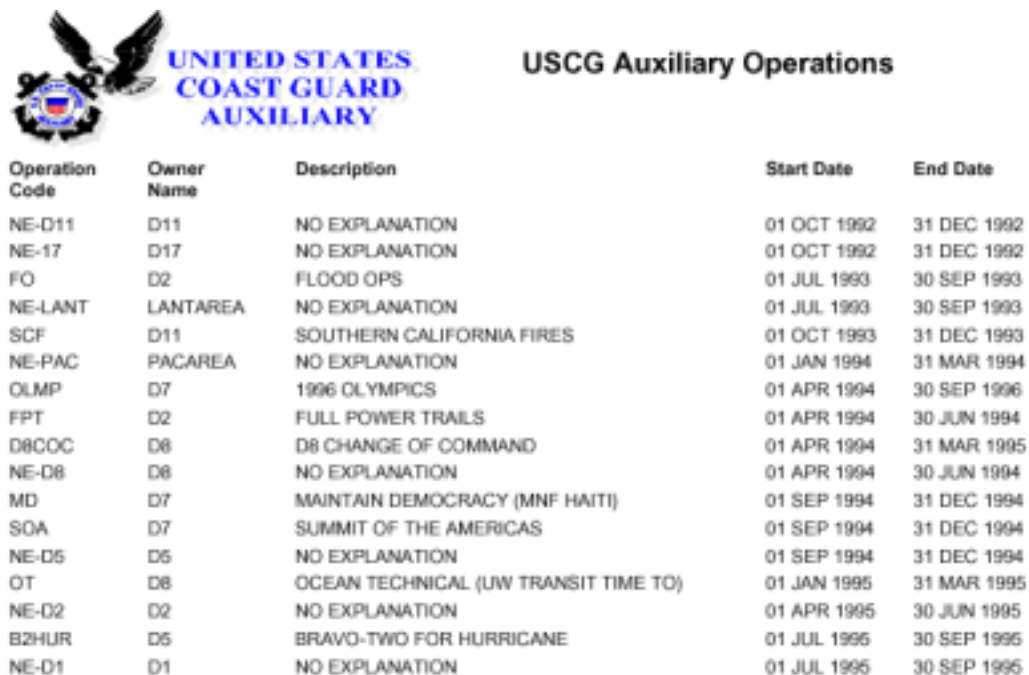*The AUXMIS Reports Screen appears.*

Step 2: Click the [**Daily Sailing List**] button.

The Daily Sailing List Report Parameters screen similar to the following appears:

Figure 9-23 Daily Sailing List Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Daily Sailing List screen similar to the following appears:

Daily Sailing List

130-07-01 LONGVIEW

Reporting Period: 01-JAN-2002   Through: 02-DEC-2002

Days in Period: 336   Hours in Period: 8064

Figure 9-24 Daily Sailing List Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.14 Underway Resource Hours
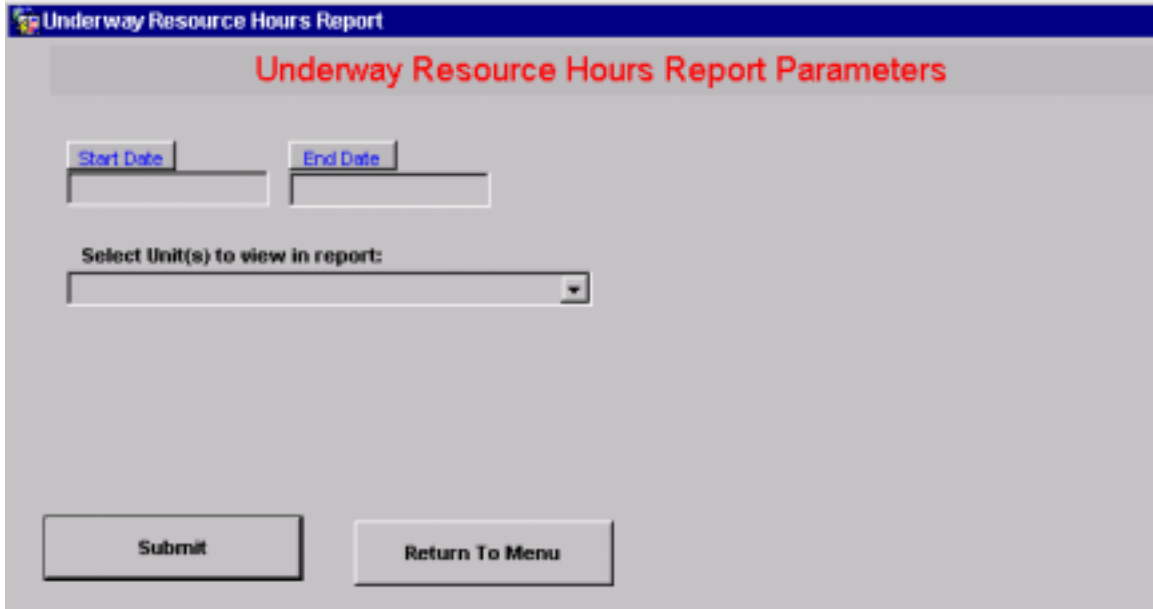
The Underway Resource Hours button allows you to run a report on an underway resource hours from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Resource Hours report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Underway Resource Hours] button.

The Underway Resource Hours Report Parameters screen similar to the following appears:

Figure 9-25 Underway Resource Hours Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Underway Resource Hours Screen similar to the following appears:

Figure 9-26 Underway Resource Hours Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.15 Days Underway
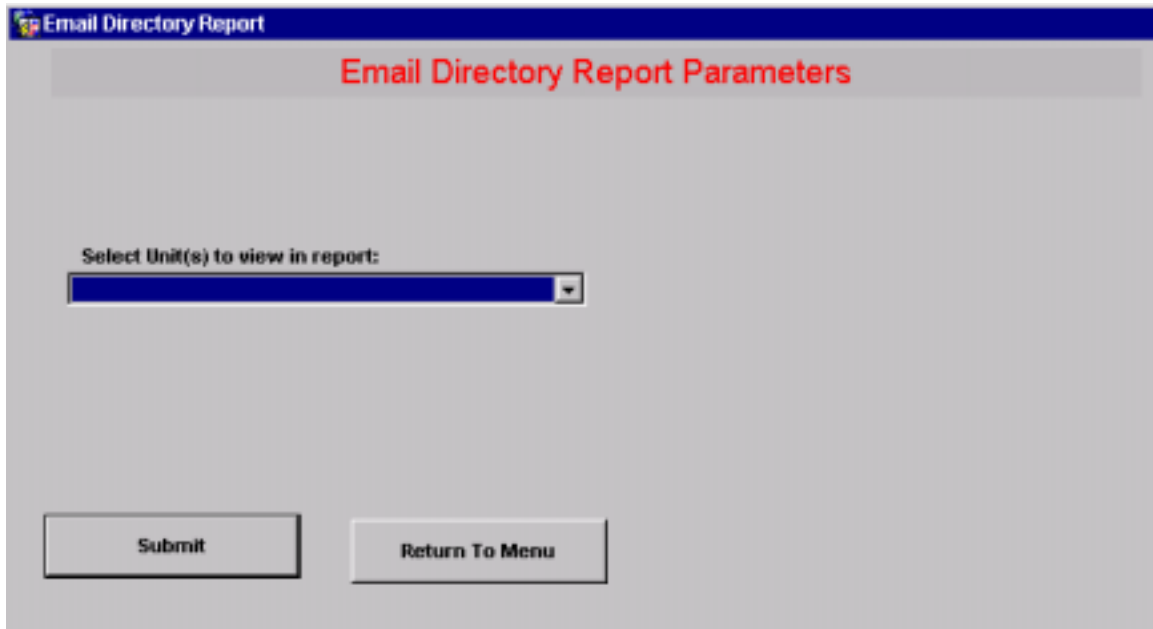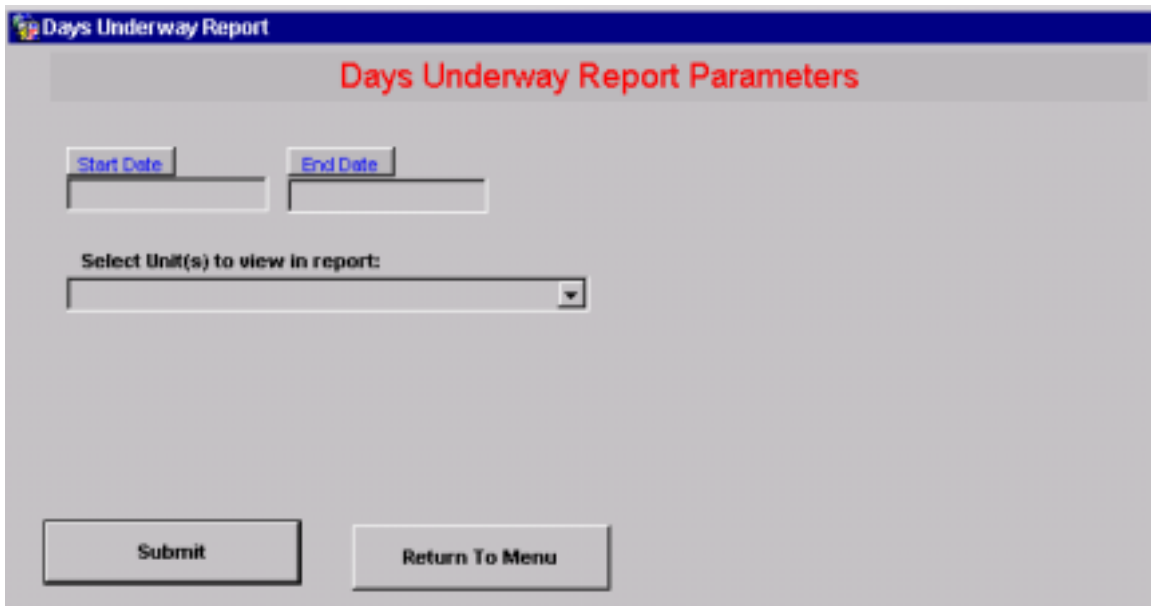
The Days Underway button allows you to run a report on the days the vessel is underway from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Days Underway report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Days Underway] button.

The Days Underway Report Parameters screen similar to the following appears:

Figure 9-27 Days Underway Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Days Underway screen similar to the following appears:

Days Underway

130-07-06 HAYDEN ISLAND

UNITED STATES COAST GUARD AUXILIARY

Reporting Period: 01-DEC-2002   Through: 02-DEC-2002

Days in Period: 2   Hours in Period: 48

| HTN: | NM13CF |
| Status: | ALPHA U/W |

Sub Activity	Mission Count	Resource Days
RADOP	1	2

Total Resource Days in Status Category -   ALPHA U/W   2

Total Resource Days in All Status Categories: 2

Total Unit's Resource Days for all Resources in all Statuses: 2

Figure 9-28 Days Underway Screen

Step 4: Click the **X** in the upper right hand corner.

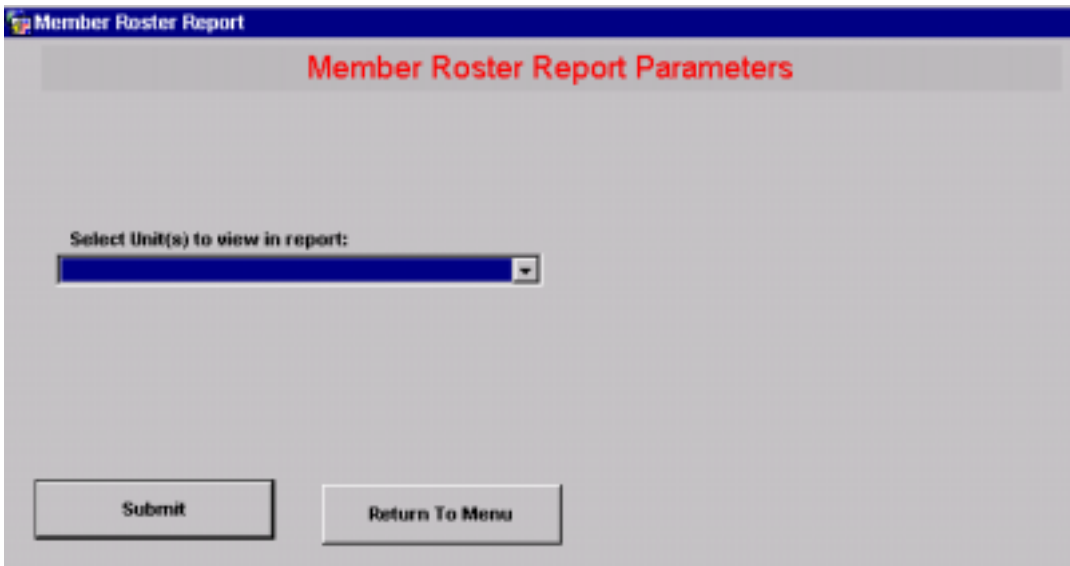*The window closes and the AUXMIS Reports Screen appears.*

9.16 Underway Activity and Crew
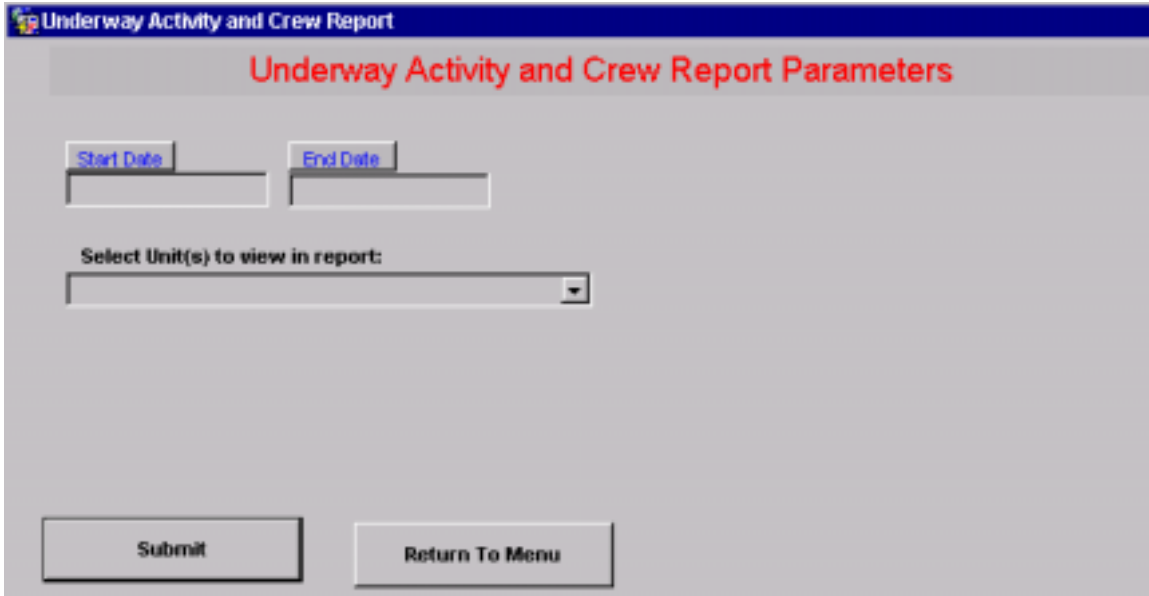
The Underway Activity and Crew button allows you to run a report on underway activity and crew from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Activity and Crew report:

Step 1: From the AUXDATA Main Menu, click the REPORTS button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Underway Activity and Crew] button.

The Underway Activity and Crew Report Parameters screen similar to the following appears:

Figure 9-29 Underway Activity and Crew Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Underway Activity and Crew screen similar to the following appears:

Figure 9-30 Underway Activity and Crew Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.17 Underway Crew
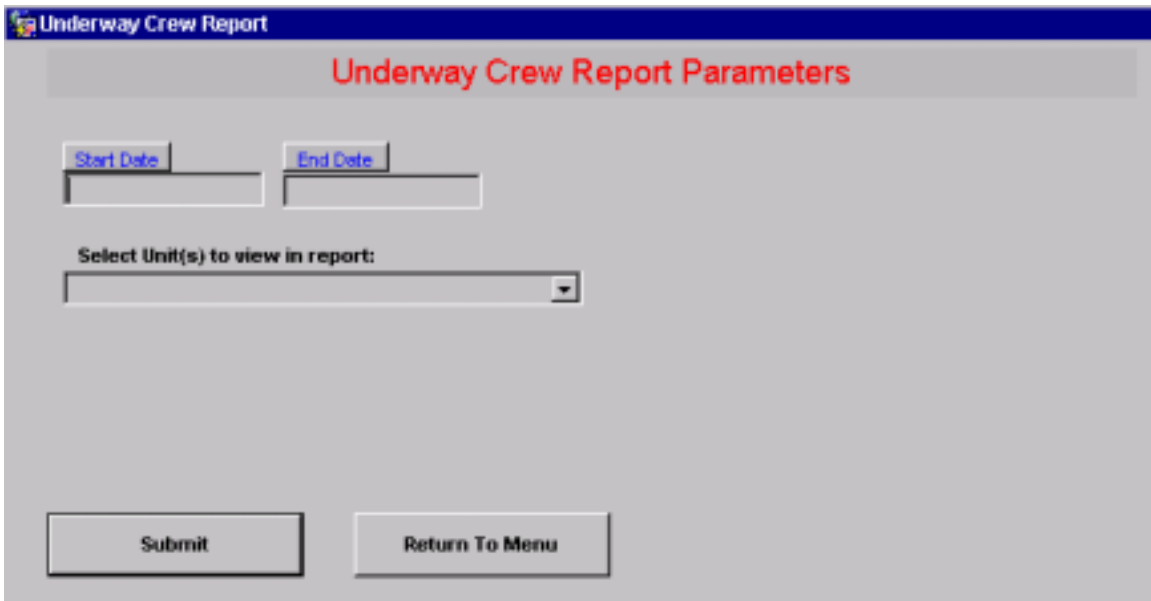
The Underway Crew button allows you to run a report on underway crew from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Crew report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Underway Crew] button.
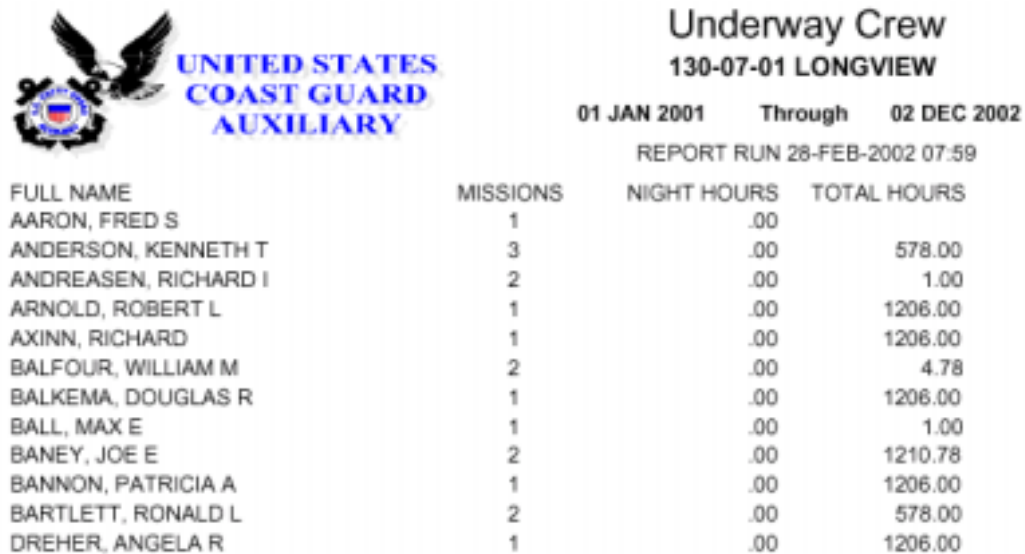
The Underway Crew Report Parameters screen similar to the following appears:

Figure 9-31 Underway Crew Report Parameters Screen

Step 3: Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

The Underway Crew screen similar to the following appears:

FULL NAME	MISSIONS	NIGHT HOURS	TOTAL HOURS
AARON, FRED S	1	.00	
ANDERSON, KENNETH T	3	.00	578.00
ANDREASEN, RICHARD I	2	.00	1.00
ARNOLD, ROBERT L	1	.00	1206.00
AXINN, RICHARD	1	.00	1206.00
BALFOUR, WILLIAM M	2	.00	4.78
BALKEMA, DOUGLAS R	1	.00	1206.00
BALL, MAX E	1	.00	1.00
BANEY, JOE E	2	.00	1210.78
BANNON, PATRICIA A	1	.00	1206.00
BARTLETT, RONALD L	2	.00	578.00
DREHER, ANGELA R	1	.00	1206.00

Figure 9-32 Underway Crew Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

9.18 Address and Flotilla Data
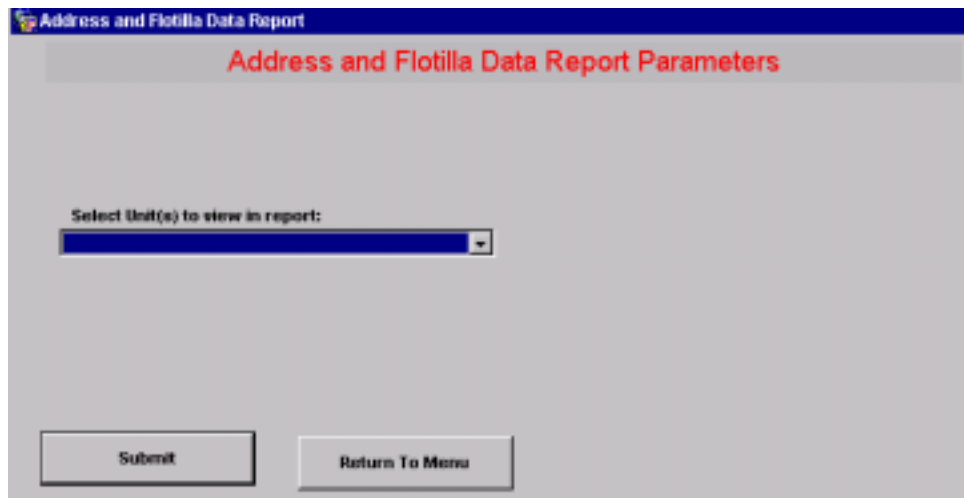
The Address and Flotilla Data button allows you to run a report on the Address and Flotilla Data from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Address and Flotilla Data report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [Address And Flotilla Data] button.

The Address and Flotilla Data Report Parameters screen similar to the following appears:

Figure 9-33 Address and Flotilla Data Report Parameters Screen

Step 3: Click the arrow for the drop-down list. Click the desired unit.

The unit appears in the box.

Step 4: Click **Submit**.

The Address and Flotilla Data screen similar to the following appears:

Figure 9-34 Address and Flotilla Data Screen

Step 5: Click the **X** in the upper right hand corner.

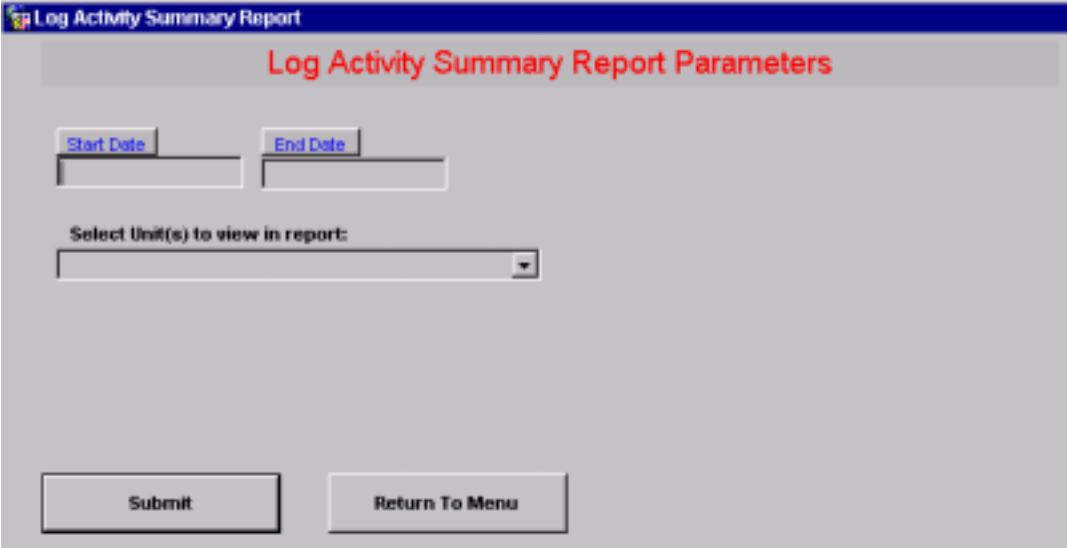*The window closes and the AUXMIS Reports Screen appears.*

9.19 Unit Summary
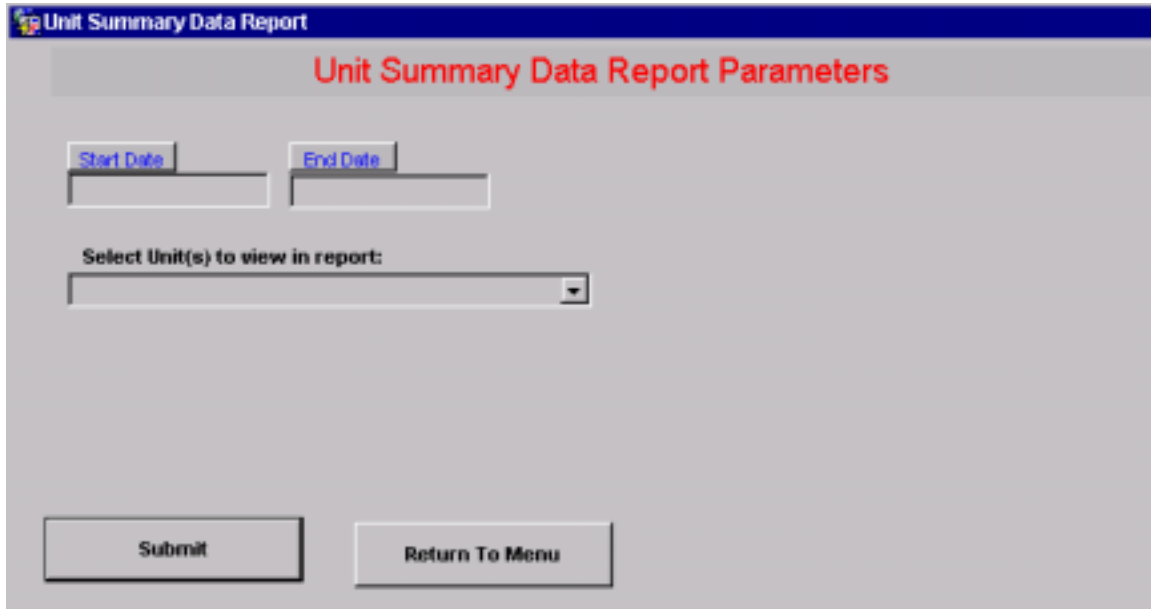
The Unit Summary button allows you to run a report on unit summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Unit Summary report:

Step 1: From the AUXDATA Main Menu, click the [**REPORTS**] button.

The AUXMIS Reports Screen appears.

Step 2: Click the [**Unit Summary Data**] button.

The Unit Summary Data Report Parameters screen similar to the following appears:

Figure 9-35 Unit Summary Data Report Parameters Screen

Step 3: Click the arrow for the drop-down list. Select the unit to be viewed. Click the desired unit.

The Unit Summary Data screen similar to the following appears:

Figure 9-36 Unit Summary Data Screen

Step 4: Click the **X** in the upper right hand corner.

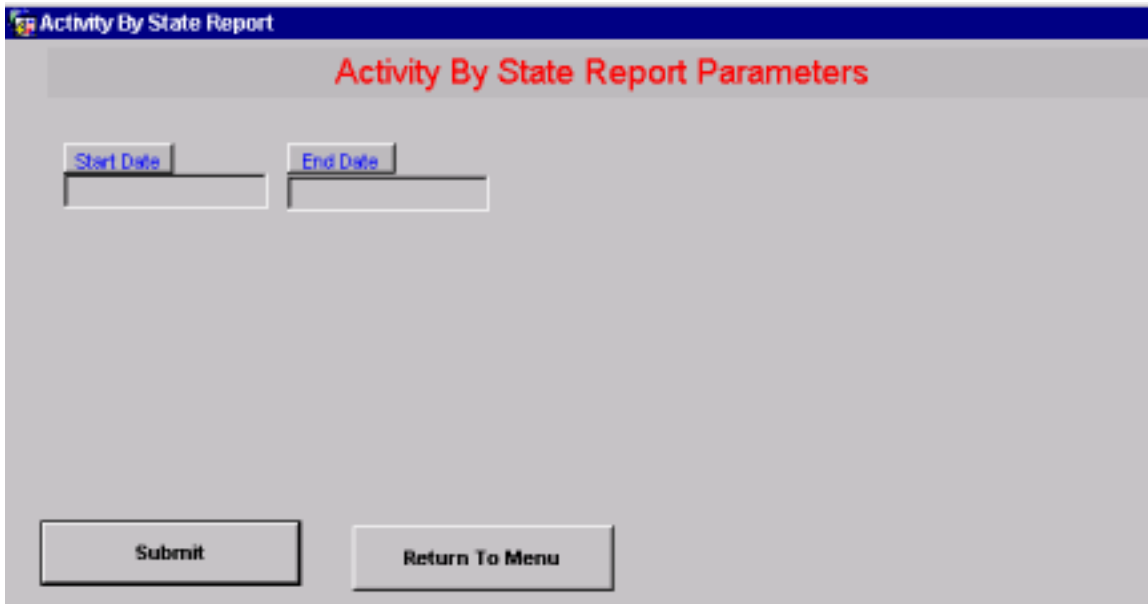*The window closes and the AUXMIS Reports Screen appears.*

10. TRAINING

The Training button allows you to insert, update, and delete tasks and competencies, insert and update assignments, capture tasks, view references, and insert, update, and delete certifications using the Training Management Tool (TMT) Screen. The following sections elaborate on the specific buttons the TMT allows. Perform the following step to access TMT:

10.1 Accessing TMT
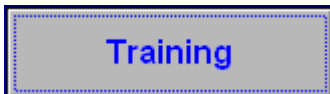
Step 1: Click the [Training] button from the AUXDATA Main Menu.

The Training Management Tool Main Menu similar to the following appears:

Figure 10-1 Training Management Tool Main Menu

10.2 Assignments

The Assignments menu option allows you to assign competencies to units, tasks to competencies, and competencies to people.

10.2.1 Assign Competencies to Units

Perform the following steps to assign competencies to units:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the **ASSIGN COMPETENCIES TO UNITS** button.

The Unit Selection screen similar to the following appears:

Select	Level	Unit Number	Unit Name	St...
☑	NATL	0 - - -	AUXILIARY NATIONAL UNIT	DC
☐	DIST	001- - -	TEST001	
☐	DIV	001-01- -	TEST00101	
☐	FLOT	001-01-01-	TEST0010101	
☐	DIST	081- - -	ALLIGATOR DISTRICT	AL
☐	DIV	081-01- -	NW FLA SE ALA SSW GA	FL
☐	FLOT	081-01-20-	TEST FLOTILLA TWO	AS
☐	FDET	081-01-20-001	TEST DETACHMENT	FL
☐	FLOT	081-01-46-	UNIT RES TEST II	
☐	FLOT	081-01-48-	UNIT RES TEST IV	
☐	FLOT	081-01-49-	UNIT RES TEST V	
☐	FLOT	081-01-75-	TEST OFFICERS 75	
☐	FLOT	081-01-76-	TEST FOR OFFICER INSERT	
☐	FLOT	081-01-77-	TEST FOR OFFICER INSERT	
☐	FLOT	081-01-79-	K-JAD FIVE TEST	CA

Select All   Return to Menu

Figure 10-2 Unit Selection Screen

Step 3: Select the check boxes for the unit (s) you wish to assign competencies.

The Units are checked.

Step 4: Click the **Assignments** tab.

The Assignments screen similar to the following appears:

Figure 10-3 Assignments Screen

Step 5: Click the competency desired under **Available Competencies**. Click [>].

The selected competencies are moved from the Available Competencies to Assigned Competencies.

10.2.2 Assign Tasks to Competencies

Perform the following steps to assign tasks to competencies:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the **ASSIGN TASKS TO COMPETENCIES** button.

The Competencies Selection screen appears.

Figure 10-4 Competencies Selection Screen

Step 3: Select the check boxes for the competencies you wish to assign tasks for.

The competencies are checked.

Step 4: Click the **Assignments** tab.

The Assignments Selection screen similar to the following appears:

Figure 10-5 Assignments Selection Screen

Step 5: Click the Available Tasks you wish to assign. Click [>].

The selected tasks are moved from the Available Tasks to Assigned Tasks.

10.2.3 Assign Competencies to People

Perform the following steps to assign competencies to people:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the | ASSIGN COMPETENCIES TO PEOPLE | button.

The Members Selection screen similar to the following appears:

Figure 10-6 Members Selection Screen

Step 3: Select the check boxes for the members you wish to assign competencies to.

The members are checked.

Step 4: Click the **Assigned Competencies** tab.

The Assigned Competencies screen similar to the following appears:

Figure 10-7 Assigned Competencies Screen

Step 5: Click the Selected Member(s) desired.

The member selected is highlighted.

Step 6: Select the competencies you wish to assign, under Available Competencies.

The Available Competencies are highlighted.

Step 7: Click [>].

The selected competencies are moved from the Available Competencies to Assigned Competencies, and are assigned to the selected members.
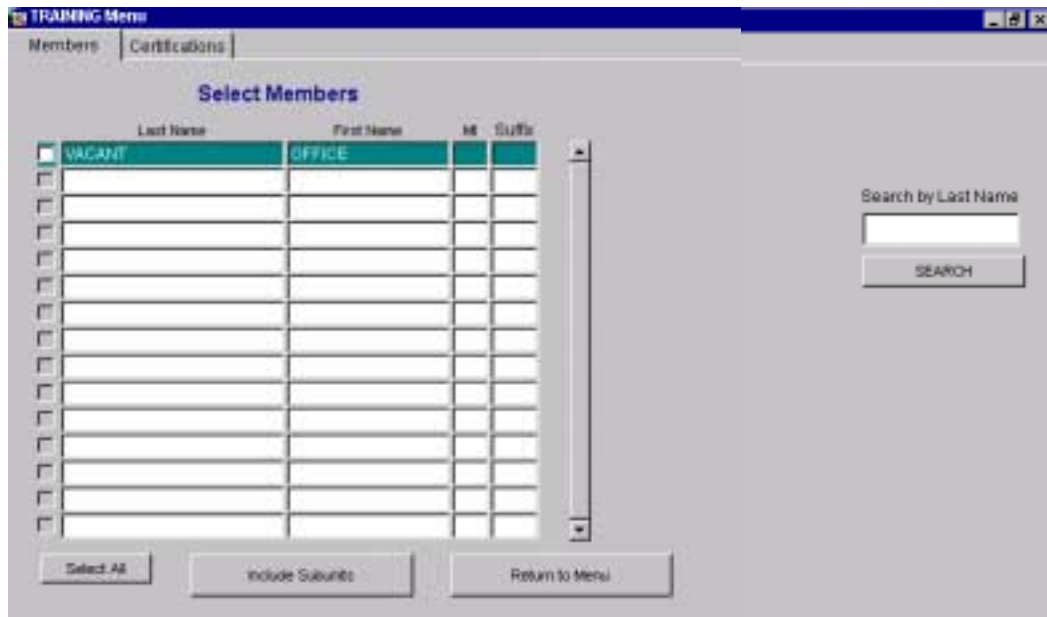
10.3 Certifications

The Certifications menu option allows you to view individual certifications for your units' and subordinate units' crewmembers. Perform the following steps to view certifications:

Step 1: From the TMT Main Menu, click the **Assignments** button.

Step 2: Click the **CERTIFICATIONS** button.

The Members Selection screen appears, displaying members at your unit:

Figure 10-8 Members Selection Screen

Step 3: Select the check boxes for the members whose certification you wish to view.

The member selected is highlighted.

Step 4: Click the **Certifications** tab.

The Certifications screen appears, displaying Uncertified and Certified Competencies on selected crewmembers:

Step 5: Click the Selected Member desired.

The member selected is highlighted.

Step 6: Click the Uncertified Assigned Competencies desired.

The selected Uncertified Assigned Competencies are highlighted.

Step 7: Click ⌐ > ⌐ .

The selected competencies are moved from the All Uncertified Assigned Competencies to Certifications.

Step 8: Click the Calendar button (⌐ X ⌐). Select the date and click **OK**.

The Cert Date is entered and saved.

10.4 Reference Tables

The Reference Tables menu option allows you to insert and delete the following: training type, category, certification, frequency, reference manuals, notes, and task notes for reference. This section provides instructions for performing these tasks. Perform the following step to access the Reference Tables feature:

Step 1: Click the [REFERENCE TABLES] button.

The Reference Tables screen similar to the following appears:
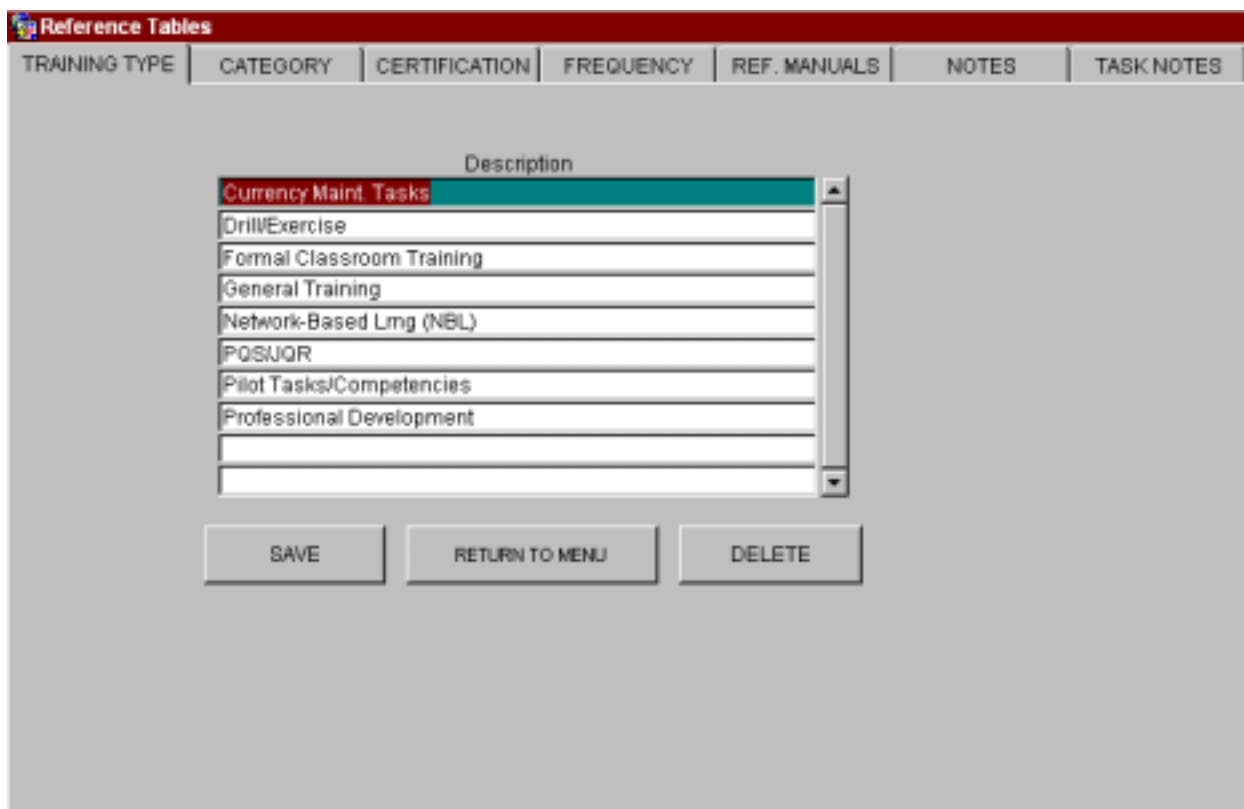
Figure 10-10 Reference Tables Screen

10.4.1 Training Type

Perform the following steps to insert and delete training type descriptions:

Step 1: Click the [REFERENCE TABLES] button.

Step 2: Click the next available text box on the Training Type screen. Enter the information for the new training type description. Click **Save**.

The new Training Type is entered and saved.

Step 3: Click the Training Type description to be deleted. Click **Delete**.

The Training Type description is deleted.
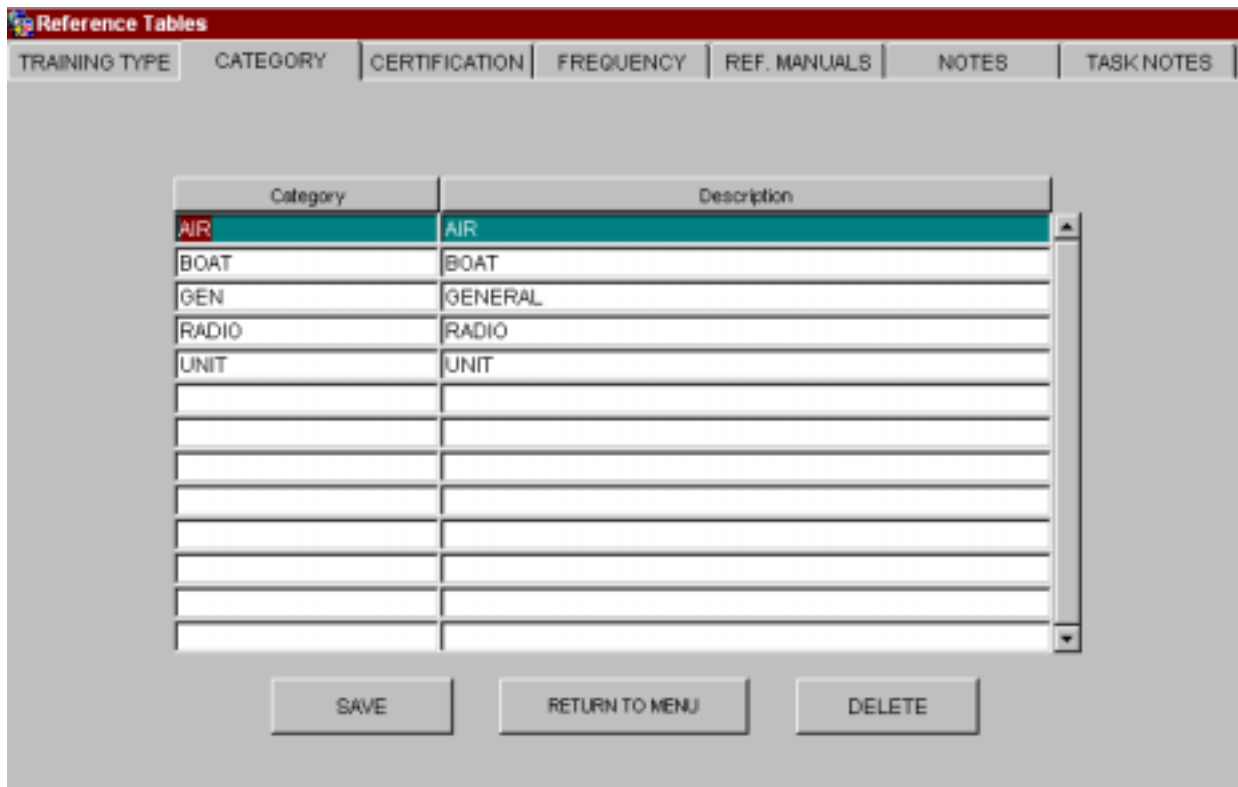
10.4.2 Category

Perform the following steps to insert and delete categories:

Step 1: Click the [REFERENCE TABLES] button.

Step 2: Click the **Category** tab.

The Category screen similar to the following appears:

Figure 10-11 Category Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Click the next available text box on the Category screen. Enter the information for the new category and description. Click **Save**.

The new Category is entered and saved.

Step 4: Click the Category to be deleted. Click **Delete**.

The Category is deleted.
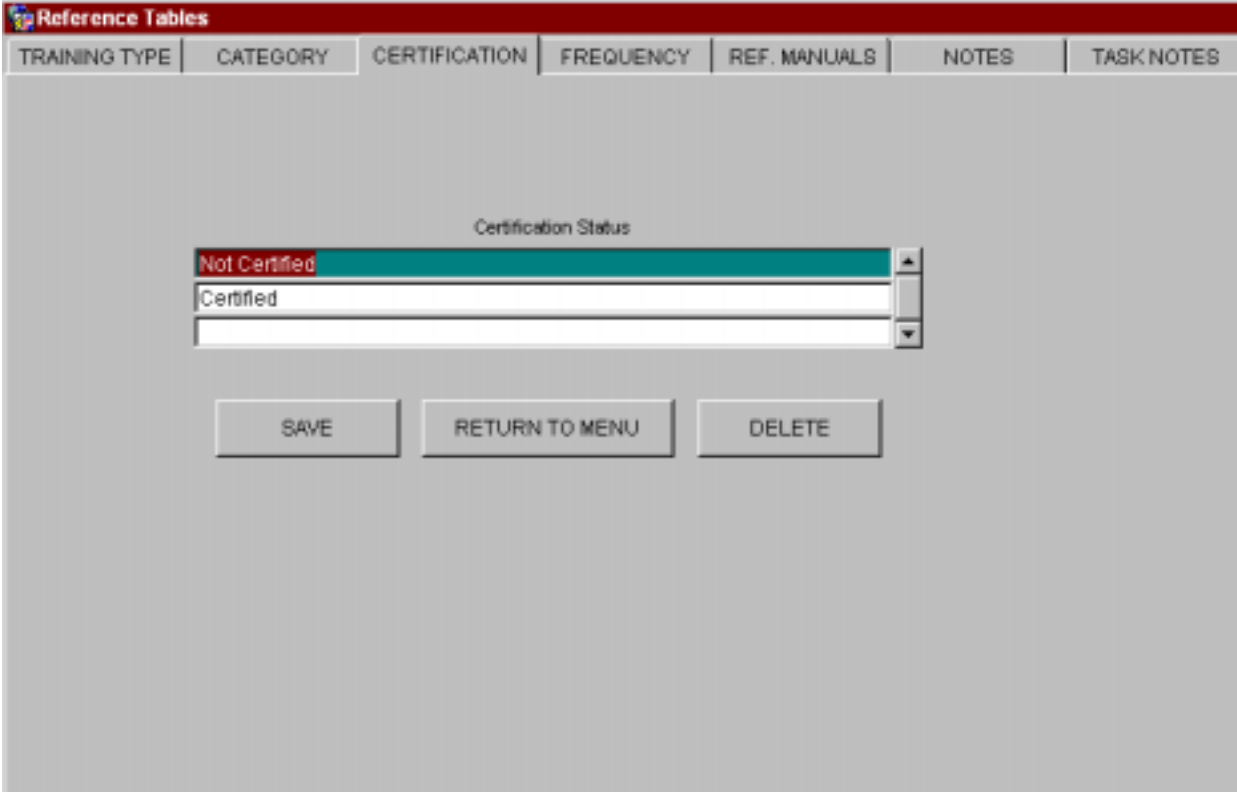
10.4.3 Certification

Perform the following steps to insert and delete certifications:

Step 1: Click the [REFERENCE TABLES] button.

Step 2: Click the **Certification** tab.

The Certification screen similar to the following appears:

Figure 10-12 Certification Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Click the next available text box on the Certification screen. Enter the information for the new Certification Status. Click **Save**.

The Certification Status is entered and saved.

Step 4: Click the Certification Status to be deleted. Click **Delete**.

The Certification Status is deleted.

10.4.4 Frequency

Perform the following steps to insert and delete frequencies:

Step 1: Click the | REFERENCE TABLES | button.

Step 2: Click the **Frequency** tab.

The Frequency screen similar to the following appears:

| TRAINING TYPE | CATEGORY | CERTIFICATION | FREQUENCY | REF. MANUALS | NOTES | TASK NOTES |

Months	Description
5	Bi-Weekly (Once every two weeks)
1	Monthly
2	Bi-Monthly (Once every two months)
3	Quarterly
6	Semiannual
12	Annual
24	Biennial
36	Triennial
60	Five Years
120	Ten Years
180	Fifteen Years
240	Twenty Years
300	Twenty-Five Years
9999	Permanent

| SAVE | RETURN TO MENU | DELETE |

Figure 10-13 Frequency Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Click the next available text box on the Frequency screen. Enter the information for the month and description. Click **Save**.

The Frequency is entered and saved.

Step 4: Click the Frequency to be deleted. Click **Delete**.

The Frequency is deleted.
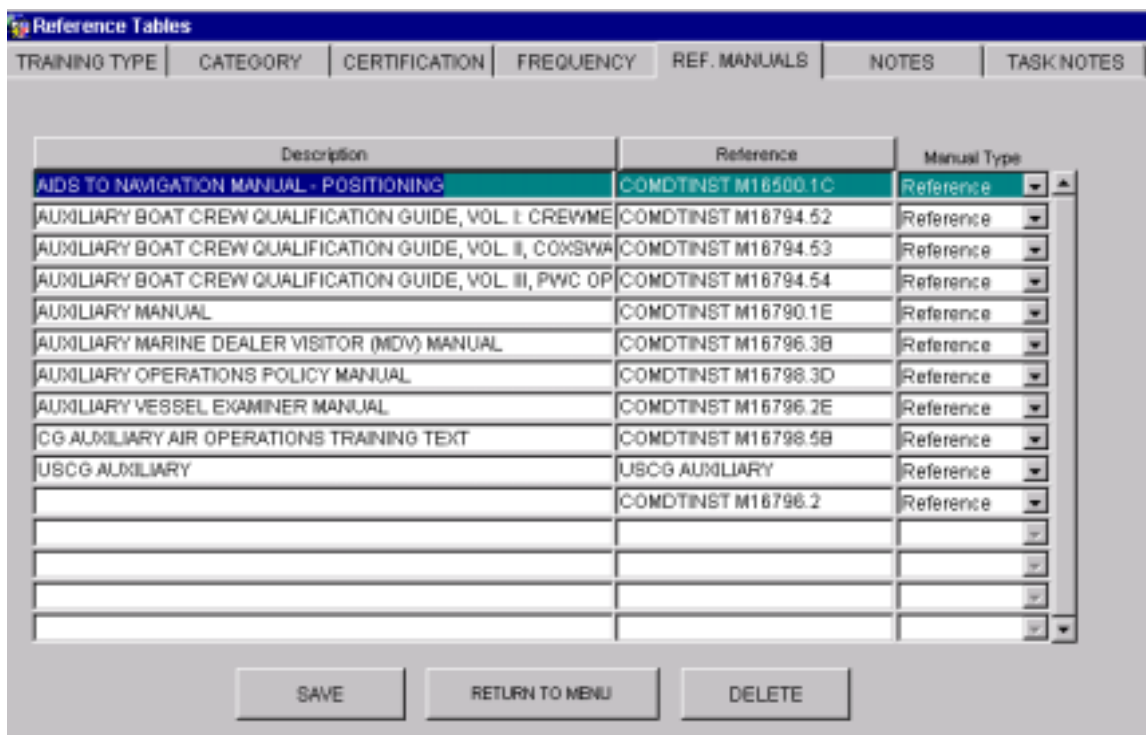
10.4.5 Ref. Manuals

Perform the following steps to insert and delete reference manuals:

Step 1: Click the REFERENCE TABLES button.

Step 2: Click the **Ref. Manuals** tab.

The Ref. Manuals screen similar to the following appears:

Figure 10-14 Ref. Manuals Screen

NOTE: If you wish to delete a category, skip to Step 4.

Step 3: Click the reference to be modified. Enter the information for the Manual Type. Click **Save**.

The Manual Type is entered and saved.

Step 4: Click the Manual to be deleted. Click **Delete**.

The Manual is deleted.
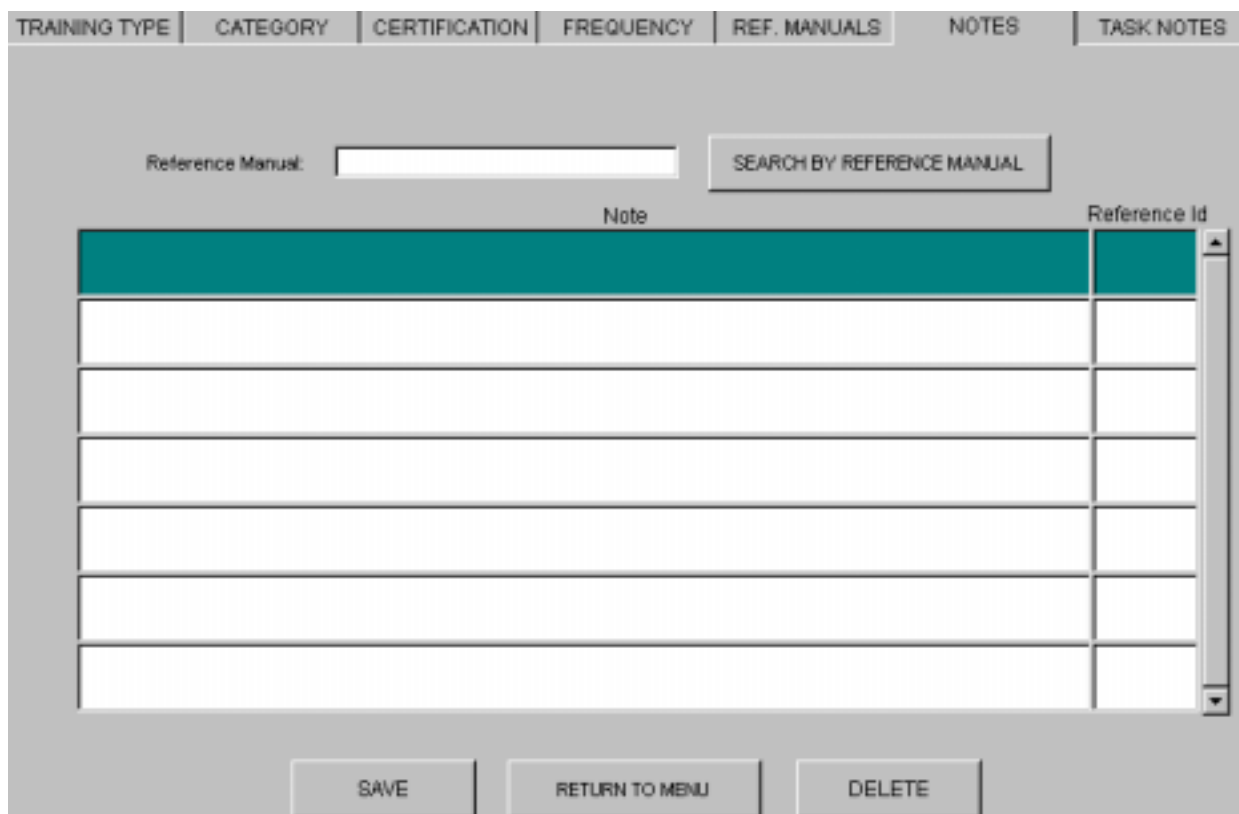
10.4.6 Notes

Currently the Notes are not being used by AUXDATA.

Step 1: Click the | REFERENCE TABLES | button.

Step 2: Click the **Notes** tab.

The Notes screen similar to the following appears:

Figure 10-15 Notes Screen

10.4.7 Task Notes

Currently the Task Notes are not being used by AUXDATA.

Step 1: Click the REFERENCE TABLES button.

Step 2: Click the **Task Notes** tab.

The Task Notes screen similar to the following appears:

Figure 10-16 Task Notes Screen

10.5 Task Capture

The Task Capture menu option allows you to capture task and include eligible participants. This section provides instructions for performing these functions. Perform the following step:

Step 1: From the TMT Main Menu, click the [**TASK CAPTURE**] button.

>*The Tasks Screen similar to the following appears:*

Figure 10-17 Tasks Screen

10.5.1 Tasks

Perform the following steps to select the tasks to include in the task capture:

Step 1: From the TMT Main Menu, click the [**TASK CAPTURE**] button.

Step 2: Select the check boxes for the tasks you wish to capture.

>*The tasks are checked.*

10.5.2 Task Capture

The Task Capture screen allows you to view the task captured in the following time periods: 7 days, 30 days, 90 days, 180 days, 1 year. Perform the following steps to select the tasks to include in the task capture:

Step 1: From the TMT Main Menu, click the [TASK CAPTURE] button.

Step 2: Click the **Task Capture** tab.

The Task Capture screen similar to the following appears:

Figure 10-18 Task Capture Screen

Step 3: Click description desired.

The description is highlighted.

Step 4: Enter the necessary information by pressing the **TAB** key after each entry or using the drop-down lists when available. Click **Save**.

The information is entered and saved.

Step 5: If you wish to copy a task, click the [Copy Task] button.

The Task highlighted is copied to the next available text box.

Step 6: If you wish to delete a task, click the [Delete Task] button.

The Task highlighted is deleted.

10.5.3 Trainees

The Trainees screen allows you to move Eligible to Participate members to Participants (in your unit and subordinate units) in the tasks that are captured. Perform the following steps to select the participants to include in the tasks captured:

Step 1: From the TMT Main Menu, click the [**TASK CAPTURE**] button.

Step 2: Click the **Trainees** tab.

> *The Trainees screen similar to the following appears:*

Figure 10-19 Trainees Screen

Step 3: Click the description of the task desired.

> *The task description is highlighted.*

Step 4: Click the member(s) desired and then click [>].

> *The member is highlighted and moved from **Eligible to Participate** to **Participants**.*
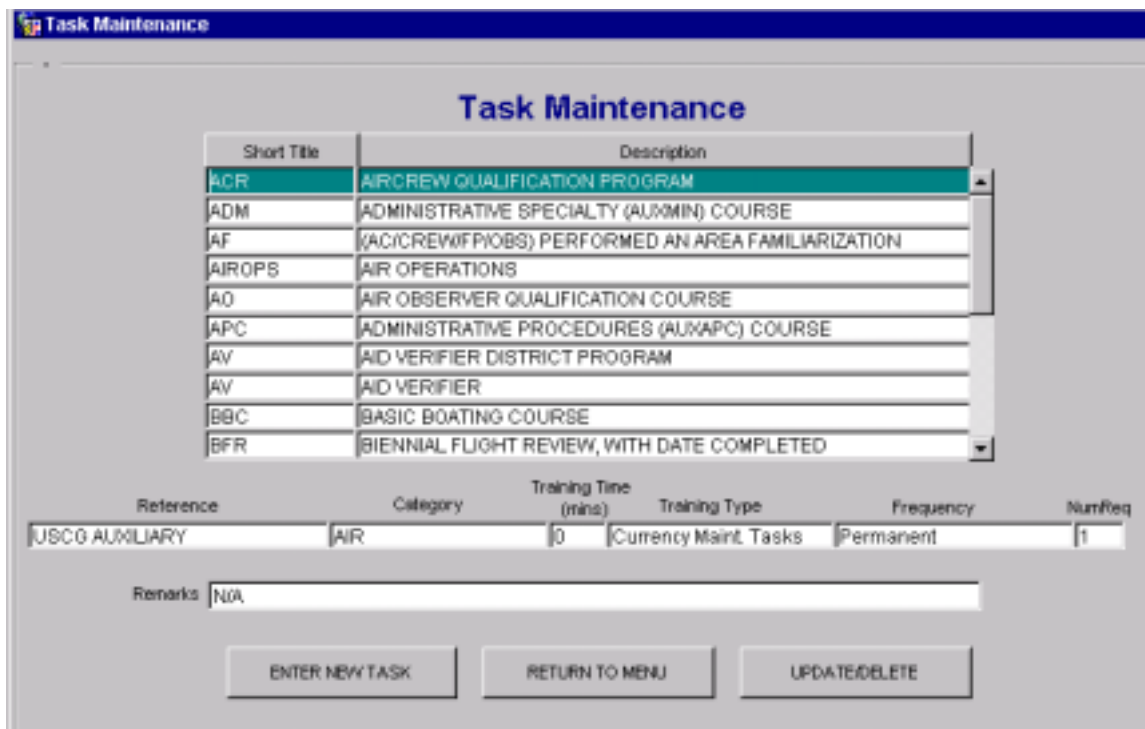
10.6 Task Maintenance

The Task Maintenance button allows you to insert, update, and delete existing tasks for your unit and/or subordinate units and return to the TMT Main Menu. Perform the following steps to access the task maintenance feature:

Step 1: From the TMT Main Menu, click the [**TASK CAPTURE**] button.

Step 2: Click the [**TASK Maintenance**] button.

The Task Maintenance screen similar to the following appears:

Figure 10-20 Task Maintenance Screen

Step 3: Proceed to the following sections for instructions on performing the various duties in Task Maintenance.
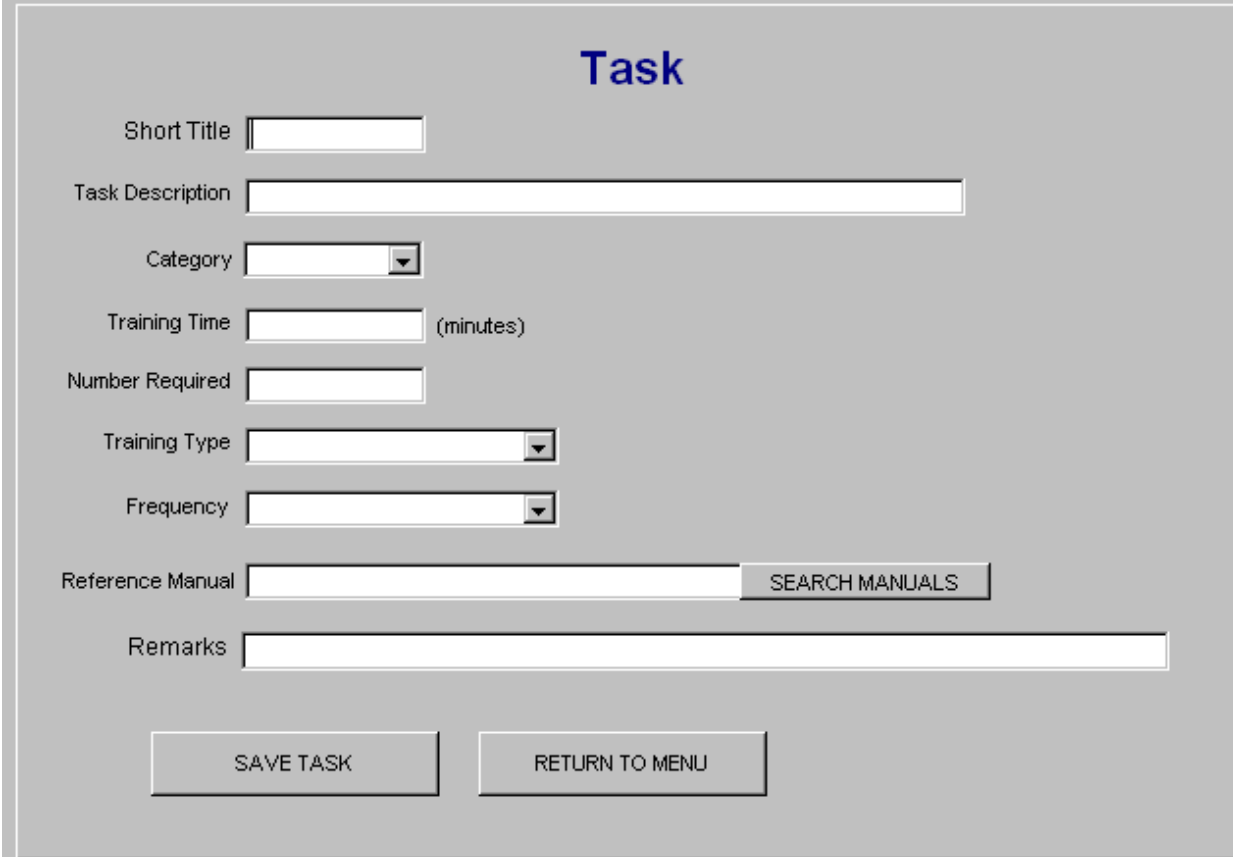
10.6.1 Enter a New Task

Perform the following steps to enter a new task:

Step 1: From the TMT Main Menu, click the [**TASK CAPTURE**] button.

Step 2: Click the [ENTER NEW TASK] button.

The Task screen similar to the following appears:

Figure 10-21 Task Screen

Step 3: Enter the required information by using the drop-down lists when available. Press the **TAB** key after each entry. Click **Save Task**.

The Task Maintenance screen appears and the task is entered and saved.

10.6.2 Update a Task

Perform the following steps to update a task:

Step 1: From the TMT Main Menu, click the **TASK CAPTURE** button.

Step 2: Click the desired task to be updated. Click the **UPDATE/DELETE** button.

The Task screen appears with the task information listed.
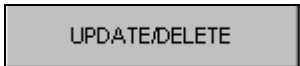
Step 3: Enter the current information and click the **SAVE TASK** button.

The Task information is entered and saved. The Task Maintenance screen appears.

10.6.3 Delete a Task

Perform the following steps to delete a task:

Step 1: From the TMT Main Menu, click the **TASK CAPTURE** button.

Step 2: Click the desired task to be deleted. Click the **UPDATE/DELETE** button.

The Task screen appears with the task information listed.

Step 3: Enter the current information and click the **DELETE TASK** button.

The Task information is deleted and the Task Maintenance screen appears.

10.7 Competency Maintenance

The Competency Maintenance button allows you to insert, update, and delete existing competencies for your unit and/or subordinate units and return to the TMT Main Menu. Perform the following step:

Step 1: From the TMT Main Menu, click the [COMPETENCY Maintenance] button.

The Competency Maintenance screen similar to the following appears:

Figure 10-22 Competency Maintenance Screen

Step 2: Proceed to the following sections for instructions on performing the various duties in Task Maintenance.

10.7.1 Enter a New Competency
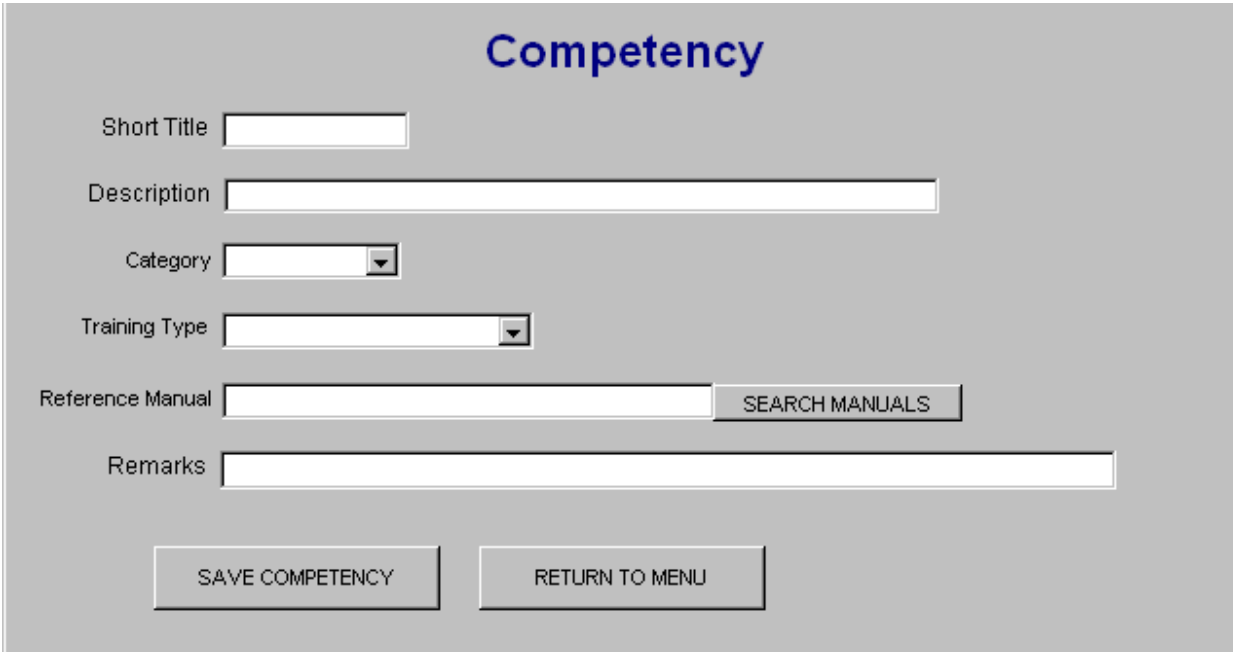
Perform the following steps to enter a new competency:

Step 1: From the TMT Main Menu, click the [COMPETENCY Maintenance] button.

> *The Competency Maintenance screen appears.*

Step 2: Click the [ENTER NEW COMPETENCY] button.

> *The Competency screen similar to the following appears:*

Figure 10-23 Competency Screen

Step 3: Enter the required information by using the drop-down lists when available. Press the **TAB** key after each entry to move to the next text box. Click **Save Task**.

> *The Competency Maintenance screen appears and the competency is entered and saved.*

10.7.2 Update a Competency

Perform the following steps to update a competency:

Step 1: From the TMT Main Menu, click the [COMPETENCY Maintenance] button.

> *The Competency Maintenance screen appears.*

Step 2: Click the desired competency to be updated. Click the | UPDATE/DELETE | button.

> *The Competency screen appears with the competency information listed.*

Step 3: Enter the current information and click the | SAVE COMPETENCY | button.

> *The Competency information is entered and saved. The Competency Maintenance screen appears.*

10.7.3 Delete a Competency
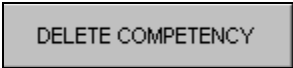
Perform the following steps to delete a competency:

Step 1: From the TMT Main Menu, click the | COMPETENCY Maintenance | button.

> *The Competency Maintenance screen appears.*

Step 2: Click the desired competency to be deleted. Click the | UPDATE/DELETE | button.

> *The Competency screen appears with the task information listed.*

Step 3: Enter the current information and click the | DELETE COMPETENCY | button.

> *The Competency information is deleted and the Competency Maintenance screen appears.*

10.8 Reports

The Reports button allows you to run reports on either individuals and/or units for the following: Currency/Drills and Exercises, GMT/PS-JQR/FS/MISC, Training Record, and Certifications. You are also able to return to the TMT Main Menu. Perform the following step:

From the TMT Main Menu, click the [REPORTS] button.

A Reports Screen similar to the following appears:
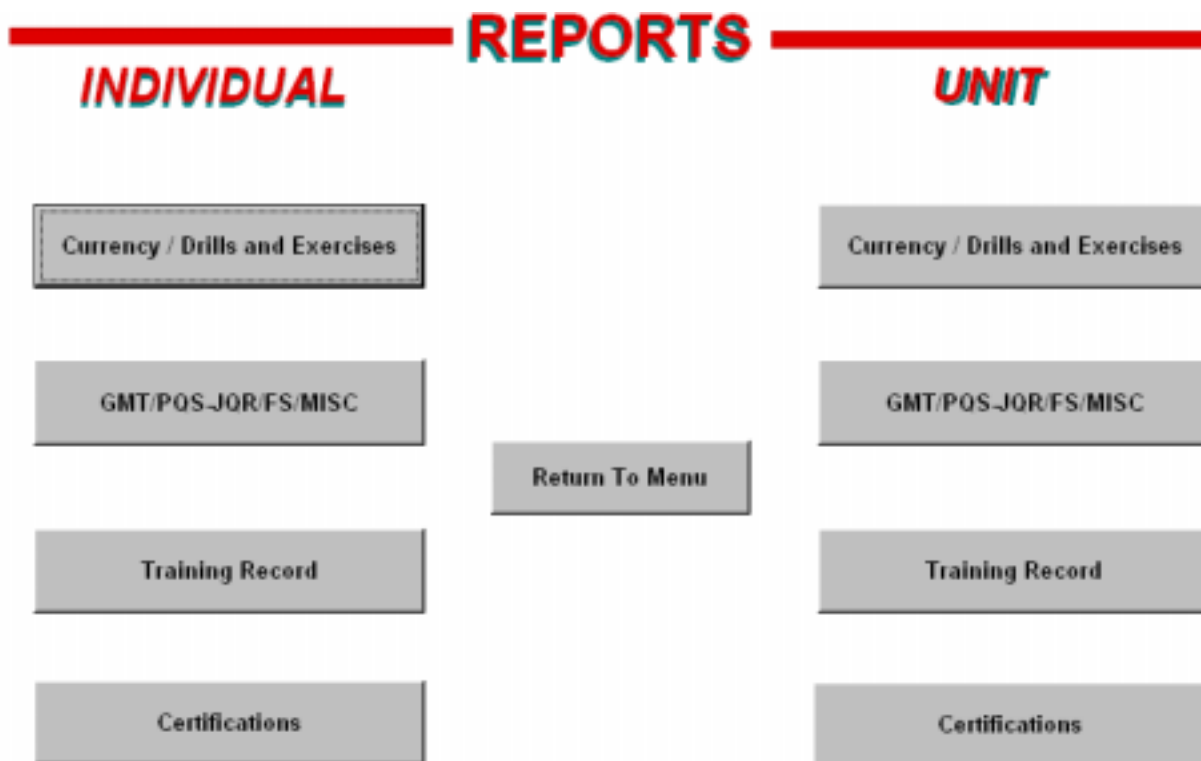
Figure 10-24 Reports Screen

10.8.1 Individual Currency/Drills and Exercises

The Currency/Drills and Exercises button allows you to run a report on the individual currency/drills and exercises and return to the Report Menu. Perform the following steps to run an individual currency/drills and exercises report:

Step 1: From the TMT Main Menu, click the [REPORTS] button.

The Reports Screen appears.

Step 2: Click the [Currency / Drills and Exercises] button under Individual.

The Individual Currency/Drills & Exercises Screen similar to the following appears:

Figure 10-25 Individual Currency/Drills & Exercises Screen

Step 3: Click the [List]. Click the name desired to run the report.

The name appears in the text box.

Step 4: Click the [Calendar] button.

A calendar appears.

Step 5: Click the day desired. Click **OK** and then click **Submit**.

The Currency – Drills & Exercises Individual Report Screen similar to the following appears:

Figure 10-26 Currency – Drills & Exercises Individual Report Screen

---

Step 6: Click the **X** in the upper right hand corner.

> *The window closes and the Individual Currency/Drills & Exercises Screen appears.*

10.8.2 Individual GMT/PQS-JQR/FS/MISC

The GMT/PQS-JQR/FS/MISC button allows you to run a report on the Individual GMT/PQS-JQR/FS/MISC using the date in cycle and return to the Report Menu. Perform the following steps to run a report on the Individual GMT/PQS-JQR/FS/MISC:

Step 1: From the TMT Main Menu, click the [REPORTS] button.

> *The Reports Screen appears.*

Step 2: Click the [GMT/PQS-JQR/FS/MISC] button under Individual.

> *The Individual GMT/PQS-JQR/FS/MISC Screen similar to the following appears:*

Figure 10-27 Individual GMT/PQS-JQR/FS/MISC Screen

Step 3: Click the [List]. Click the name desired to run the report. Click **Submit**.

The GMT/PQS-JQR/FS/MISC Individual Report Screen similar to the following appears:

**General Military Training - PQS/JQR - Formal Schools - Miscellaneous
Individual Report**

UNITED STATES
COAST GUARD
AUXILIARY

130-07-06 HAYDEN ISLAND

KIRSCHNER, PETER

Date in Cycle   06 MAR 2002

Competency INSTRUCTOR				
Task	Current #	Complete #	Req'd Cycle	Due Date
TEACH COURSE LESSON	Y	0	0	Permanent
INSTRUCTOR QUALIFICATION COURSE	N	0	1	Permanent

Figure 10-28 GMT/PQS-JQR/FS/MISC Individual Report Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and Individual GMT/PQS-JQR/FS/MISC Screen

10.8.3 Individual Training Record

The Training Record button allows you to run a report on the individual training records from the Begin Date to the End Date and return to the Report Menu. Perform the following steps to run a Individual Training Record report:

Step 1: From the TMT Main Menu, click the [REPORTS] button.

The Reports Screen appears.

Step 2: Click the [Training Record] button under Individual.

The Individual Training Record Screen similar to the following appears:

Figure 10-29 Individual Training Record

Step 3: Click the [List]. Click the name desired to run the report. Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Individual Training Record Report Screen similar to the following appears:

Individual Training Record Report

UNITED STATES
COAST GUARD
AUXILIARY

130-07-06 HAYDEN ISLAND

KIRSCHNER, PETER

Begin Date: 01 JAN 2002   End Date: 06 MAR 2002

Task	Instructor	Duration (hrs)	Completion Date	Remarks
(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RECOVERY/PICKUP PERSON	DAVE SCOTT	1	06 MAR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	PETE MILLS	1	06 MAR 2002	
MARINE DEALER VISITOR QUALIFICATION COURSE	SKIP HANSON	2	06 MAR 2002	

Figure 10-30 Individual Training Record Report Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the Individual Training Record Screen appears.

10.8.4 Individual Certifications

The Certifications button allows you to run a report on the individual certifications and return to the Report Menu u. Perform the following steps to run an Individual Certifications report:

Step 1: From the AUXDATA Main Menu, click the [**REPORTS**] button.

The Reports Screen appears.

Step 2: Click the [Certifications] button under Individual.
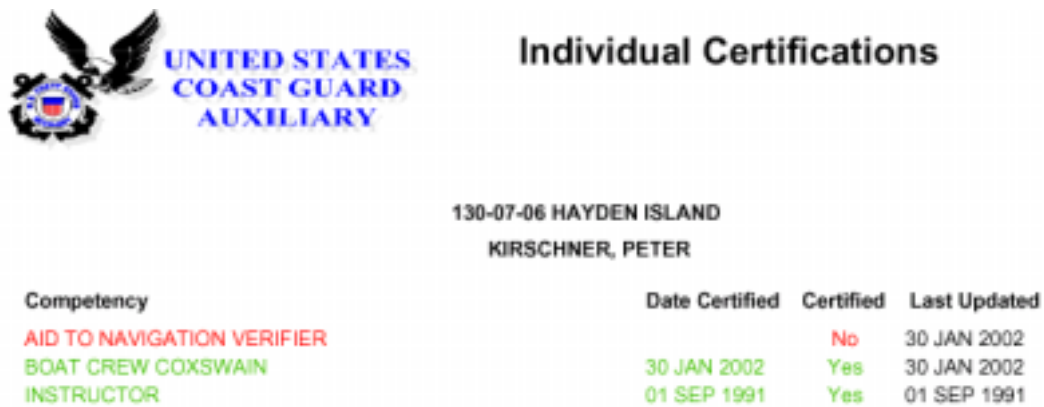
The Individual Certifications Screen similar to the following appears:

Figure 10-31 Individual Certifications Screen

Step 3: Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Individual Certifications Screen similar to the following appears:

Figure 10-32 Individual Certifications Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the AUXMIS Reports Screen appears.

10.8.5 Unit Currency/Drills and Exercises
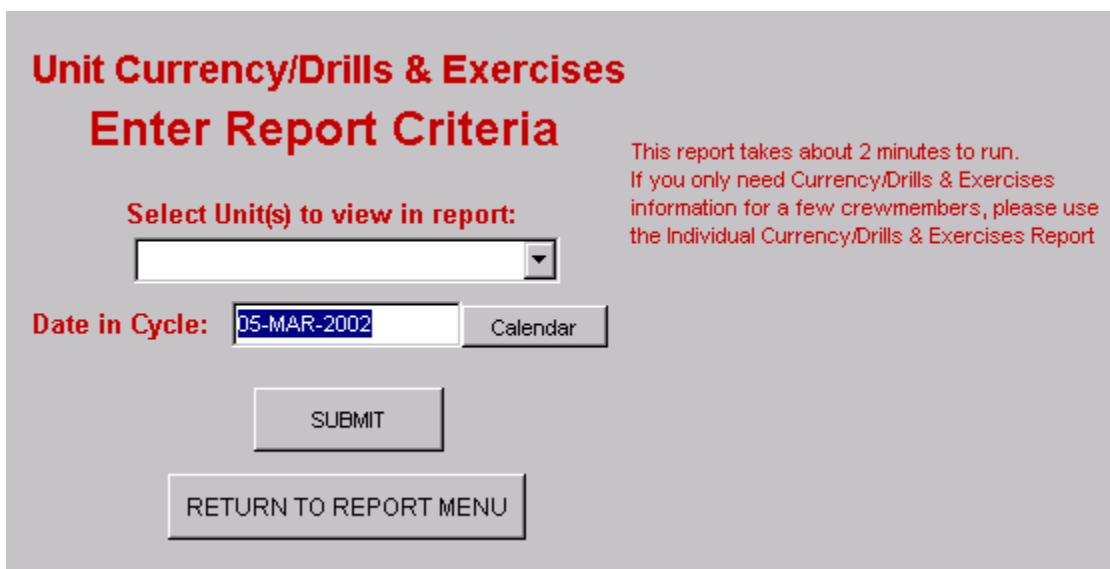
The Currency/Drills and Exercises button allows you to run a report on the unit currency/drills and exercises and return to the Report Menu. Perform the following steps to run a unit currency/drills and exercises report:

Step 1: From the AUXDATA Main Menu, click the [**REPORTS**] button.

> *The Reports Screen appears.*

Step 2: Click the [**Currency / Drills and Exercises**] button under Unit.

> *The Unit Currency/Drills & Exercises Screen similar to the following appears:*

Figure 10-33 Unit Currency/Drills & Exercises Screen

Step 3: Click the [▼]. Click the name desired to run the report.

> *The name appears in the text box.*

Step 4: Click the [Calendar] button.

> *A calendar appears.*

Step 5: Click the day desired. Click **OK** and then click **Submit**.

The Currency – Drills & Exercises Unit Report Screen similar to the following appears:

Figure 10-34 Currency – Drills & Exercises Unit Report Screen

Step 6: Click the **X** in the upper right hand corner.

The window closes and the Unit Currency/Drills & Exercises Screen appears.

10.8.6 Unit GMT/PQS-JQR/FS/MISC

The GMT/PQS-JQR/FS/MISC button allows you to run a report on the Unit GMT/PQS-JQR/FS/MISC using the date in cycle and return to the Report Menu. Perform the following steps to run a report on the Unit GMT/PQS-JQR/FS/MISC:

Step 1: From the TMT Main Menu, click the [REPORTS] button.

The Reports Screen appears.

Step 2: Click the **GMT/PQS-JQR/FS/MISC** button under Unit.

The Unit GMT/PQS-JQR/FS/MISC Screen similar to the following appears:

Figure 10-35 Unit GMT/PQS-JQR/FS/MISC Screen

Step 3: Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Unit GMT/PQS-JQR/FS/MISC Screen similar to the following appears:

Figure 10-36 Unit GMT/PQS-JQR/FS/MISC Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the Unit GMT/PQS-JQR/FS/MISC Screen appears.

10.8.7 Unit Training Record

The Training Record button allows you to run a report on the unit training records from the Begin Date to the End Date and return to the Report Menu. Perform the following steps to run a Unit Training Record report:

Step 1: From the TMT Main Menu, click the [REPORTS] button.

The Reports Screen appears.

Step 2: Click the [Training Record] button under Unit.

The Unit Training Record Screen similar to the following appears:

Figure 10-37 Unit Training Record

Step 3: Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Unit Training Record Report Screen appears similar to the following:

Unit Training Record Report

130-07-06 HAYDEN ISLAND

Begin Date: 06 JAN 2002   End Date: 06 MAR 2002

Full Name: KIRSCHNER, PETER T

Task	Instructor	Duration (hrs)	Completion Date	Remarks
(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RECOVERY/PICKUP PERSON	DAVE SCOTT	1	06 MAR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	PETE MILLS	1	06 MAR 2002	
MARINE DEALER VISITOR QUALIFICATION COURSE	SKIP HANSON	2	06 MAR 2002	

Figure 10-38 Unit Training Record Report Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the Unit Training Record Screen appears.

10.8.8 Unit Certifications

The Certifications button allows you to run a report on the unit certifications and return to the Report Menu. Perform the following steps to run a Unit Certifications report:

Step 1: From the AUXDATA Main Menu, click the [REPORTS] button.

The Reports Screen appears.

Step 2: Click the [Certifications] button under Unit.

The Unit Certifications Screen similar to the following appears:
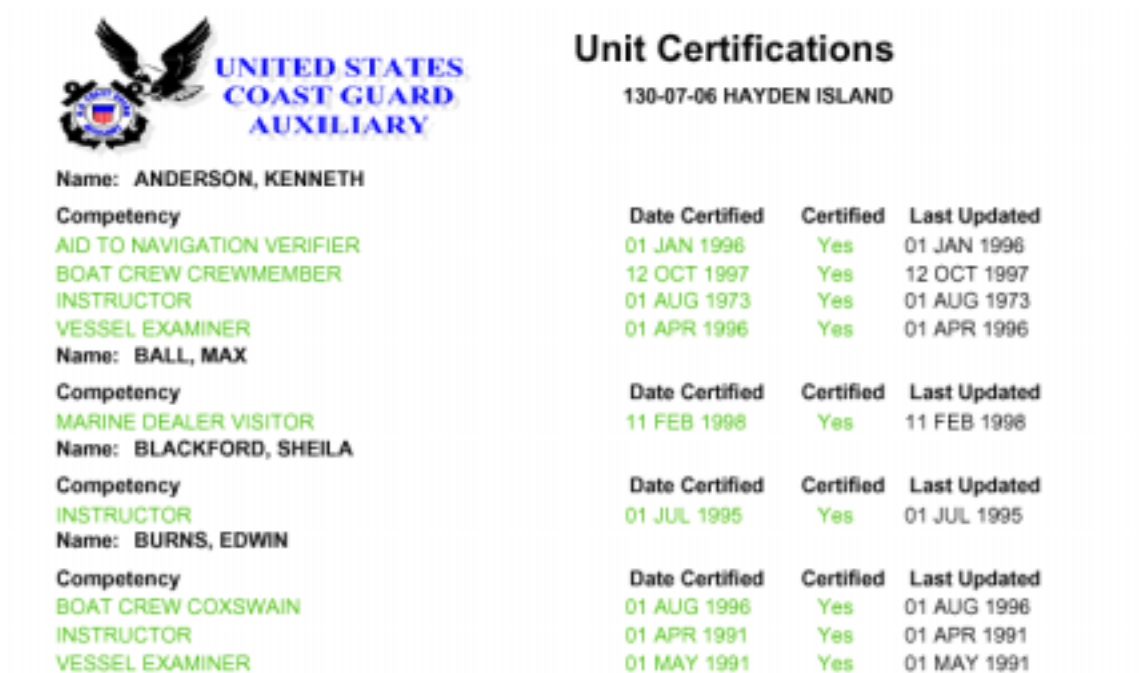
Figure 10-39 Unit Certifications Screen

Step 3: Enter the desired *Start Date* and *End Date*. Click **Submit**.

The Unit Certifications Screen similar to the following appears:

Unit Certifications

130-07-06 HAYDEN ISLAND

Name: ANDERSON, KENNETH

Competency	Date Certified	Certified	Last Updated
AID TO NAVIGATION VERIFIER	01 JAN 1996	Yes	01 JAN 1996
BOAT CREW CREWMEMBER	12 OCT 1997	Yes	12 OCT 1997
INSTRUCTOR	01 AUG 1973	Yes	01 AUG 1973
VESSEL EXAMINER	01 APR 1996	Yes	01 APR 1996

Name: BALL, MAX

Competency	Date Certified	Certified	Last Updated
MARINE DEALER VISITOR	11 FEB 1998	Yes	11 FEB 1998

Name: BLACKFORD, SHEILA

Competency	Date Certified	Certified	Last Updated
INSTRUCTOR	01 JUL 1995	Yes	01 JUL 1995

Name: BURNS, EDWIN

Competency	Date Certified	Certified	Last Updated
BOAT CREW COXSWAIN	01 AUG 1996	Yes	01 AUG 1996
INSTRUCTOR	01 APR 1991	Yes	01 APR 1991
VESSEL EXAMINER	01 MAY 1991	Yes	01 MAY 1991

Figure 10-40 Unit Certifications Screen

Step 4: Click the **X** in the upper right hand corner.

The window closes and the Unit Certifications Screen appears.

10.8.9 Return to Menu

The Return to Menu button allows you to return to the TMT Reports Main Menu.

10.9 Return to AUXDATA

The Return to AUXDATA button allows you to return back to using the AUXDATA Main Menu.

10.10 Exit

The Exit button allows you to exit the TMT application and return to the AUXDATA Main Menu.

APPENDIX A
ACTIVITY LOGS BUTTON FLOW CHARTS

ATON PATROL (BOAT)

ACTIVITY LOG

RESOURCES → PICK LIST / SELECT RESOURCE — Select facility by clicking on it. Selected facility is highlighted is blue

START TIME → ENTER TIME/DATE PER FORMAT SHOWN — Enter **MISSION START** Date-Time-Group (DTG) Format is DD HHMI MON YYYY Example: 8 February 2002 at 0920 would be entered as 08 0920 FEB 2002

ACTIVITY → PICK LIST / U/W — U/W = Underway

STATUS → PICK LIST / A — A = ALPHA

SUB-ACTIVITY → PICK LIST / OPS — OPS = Operations

MISSION → PICK LIST / ATON — ATON Patrol

SUB-MISSIONS → PICK LIST / FEDERAL — Choices are: BRIDGE - Bridge Administration FEDERAL - Federal Aids to Navigation PRIVATE - Private Aids to Navigation

OPERATION → PICK LIST / AS DIRECTED

GO TO ACTIVITY LOG DETAILS

OPCON → PICK LIST / DISTRICT NUMBER → SAVE

Page 1 of 4   4 March 2002, Revision 1

ATON PATROL (BOAT)

```
ACTVITY LOG          ┌─────────────────────┐
DETAILS      ───────►│       ENTER         │
                     ├─────────────────────┤
                     │      MISSION        │
                     │      DETAILS        │
                     ├─────────────────────┤
                     │      LOCATION       │
                     │      ASSISTS        │
                     │   PATROL STATUS     │
                     │      WATERS         │
                     └─────────────────────┘
                              │
                              ▼
                     ╔═════════════════════╗
                     ║                     ║
                     ║       SAVE          ║
                     ║                     ║
                     ╚═════════════════════╝
```

```
CREW                 ┌─────────────────────┐   Select crew members by highlighting their names.
ASSIGNMENTS  ───────►│      PICK LIST      │   HINT: Use "Search for Person" by typing their last
                     ├─────────────────────┤   name only in the window.
                     │    SELECT CREW      │
                     │     MEMBERS         │
                     └─────────────────────┘
                              │
                              ▼
                     ┌─────────────────────┐   Use the > button to move selected crew members
                     │       ACTION        │   from left to right.
                     ├─────────────────────┤   HINT: Do not use the >> button which moves
                     │   MOVE SELECTED     │   every one to the right
                     │   CREW MEMBERS      │
                     │   FROM LEFT TO      │
                     │      RIGHT          │
                     └─────────────────────┘
                              │
                              ▼
                     ┌─────────────────────┐   Click on the ▼ key and select appropriate position,
                     │       ACTION        │   i.e. coxswain, boat crew member, etc. for each
                     ├─────────────────────┤   crew member selected
                     │      SELECT         │
                     │   CREW POSITIONS    │
                     └─────────────────────┘
                              │
                              ▼
                     ╔═════════════════════╗
                     ║                     ║
                     ║       SAVE          ║
                     ║                     ║
                     ╚═════════════════════╝
```

```
TASKS                ┌─────────────────────┐                ┌─────────────────────┐
             ───────►│    SELECT TASKS     │───────────────►│    TASK CAPTURE     │
                     ├─────────────────────┤                ├─────────────────────┤
Select only if       │   AS APPROPRIATE    │                │   GO TO PAGE 3      │
training oc-         └─────────────────────┘                └─────────────────────┘
curred. Otherwise skip and go
to Activity Logs, page 3
```

Page 2 of 4   4 March 2002, Revision 1

TASK CAPTURE → **ACTION**

INSTRUCTOR
DURATION IN HOURS
DATE COMPLETED
REMARKS

Enter the name of the instructor.
Enter duration in whole hours.
Enter date completed.
Enter any remarks

ACTION

MOVE ELIGIBLE TO
PARTICIPATE
FROM LEFT TO RIGHT

ENTER GRADE

Highlight eligible members and move them
to the right.

SAVE

ACTIVITY LOGS → **ACTION**

COPY WITH
CREW

START TIME → ENTER TIME/DATE
PER FORMAT
SHOWN

Enter **MISSION END** Date-Time-Group (DTG)
Format is DD HHMI MON YYYY
Example: 8 February 2002 at 0920 would be
entered as 08 0920 FEB 2002

ACTIVITY → **PICK LIST**

EOM

EOM = End of Mission

STATUS → **PICK LIST**

C

→ Sub-Activity

C = CHARLEY

GO TO PAGE 4

Page 3 of 4   4 March 2002, Revision 1

ATON PATROL (BOAT)

SUB-ACTIVITY → PICK LIST / EOM   EOM = End of Mission

MISSION → PICK LIST / NO ENTRY REQUIRED

SUB-MISSIONS → PICK LIST / NO ENTRY REQUIRED

OPERATION → PICK LIST / AS DIRECTED

OPCON → PICK LIST / DISTRICT NUMBER

SAVE

APPROVALS

Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

Click on UP and the mission is moved to the "Approved Activities" window.

PUBLIC EDUCATION (PE)

```
ACTIVITY LOG
     │
     ▼
 RESOURCES ──────────▶  PICK LIST        Select the unit reporting
     │                  ───────────
     │                     UNIT
     ▼
 START TIME ─────────▶  ENTER TIME/DATE   Enter MISSION START Date-Time-Group (DTG)
     │                  PER FORMAT        Format is DD HHMI MON YYYY
     │                  SHOWN             Example: 8 February 2002 at 0920 would be
     │                                    entered as 08 0920 FEB 2002
     ▼
  ACTIVITY ──────────▶  PICK LIST
     │                  ───────────
     │                     UPE            UPE = Conduct Public Education course
     ▼
   STATUS ───────────▶  PICK LIST
     │                  ───────────
     │                      A             A = ALPHA
     ▼
 SUB-ACTIVITY ───────▶  PICK LIST
     │                  ───────────
     │                     UPE            UPE = Conduct Public Education course
     ▼
  MISSION ──────────▶   PICK LIST
     │                  ───────────
     │                     UPE            UPE = Conduct Public Education course (04)
     ▼
 SUB-MISSIONS ──────▶   PICK LIST
     │                  ───────────
     │                    ENTER
     │                  COURSE CODE       For COURSE CODE see listing on page 3
     ▼
 OPERATION ─────────▶   PICK LIST           GO TO
     │                  ───────────       ───────────
     │                  AS DIRECTED       ACTIVITY LOG
     │                                      DETAILS
     ▼                                        ▲
  OPCON ────────────▶   PICK LIST             │
                        ───────────       ┌─────────┐
                         DISTRICT  ──────▶│  SAVE   │
                          NUMBER          └─────────┘
```

Page 1 of 3   4 March 2002, Revision 1

PUBLIC EDUCATION (PE)

```
  ╭─────────────╮        ┌─────────────────┐
  │ ACTVITY LOG │ ─────► │     ENTER       │
  │  DETAILS    │        │                 │
  ╰─────────────╯        │   See Note 1    │
                         │   on page 3     │
                         └─────────────────┘
                                 │
                                 ▼
                         ╔═════════════════╗
                         ║      SAVE       ║
          ┌──────────────╢                 ║
          │              ╚═════════════════╝
          │
          ▼
  ╭─────────────╮        ┌─────────────────┐
  │    CREW     │ ─────► │   PICK LIST     │     Select crew members by highlighting their names.
  │ ASSIGNMENT  │        │                 │     HINT: Use "Search for Person" by typing their last
  ╰─────────────╯        │  SELECT CREW    │     name only in the window.
                         │   MEMBERS       │
                         └─────────────────┘
                                 │
                                 ▼
                         ┌─────────────────┐
                         │     ACTION      │     Use the > button to move selected crew members
                         │                 │     from left to right.
                         │ MOVE SELECTED   │     HINT: Do not use the >> button which moves
                         │ CREW MEMBERS    │     every one to the right
                         │ FROM LEFT TO    │
                         │    RIGHT        │
                         └─────────────────┘
                                 │
                                 ▼
                         ┌─────────────────┐
                         │     ACTION      │     Click on the ▼ key and select appropriate position,
                         │                 │     i.e. INSTRUCTOR, ASSISTANT INSTRUCTOR,
                         │    SELECT       │     etc for each crew member selected
                         │ CREW POSITIONS  │
                         └─────────────────┘
                                 │
                                 ▼
                         ╔═════════════════╗
                         ║      SAVE       ║
          ┌──────────────╢                 ║
          │              ╚═════════════════╝
          ▼
  ╭─────────────╮        ┌─────────────────┐        ┌─────────────────┐
  │    TASKS    │ ─────► │ DOES NOT APPLY  │ ─────► │   APPROVALS     │
  ╰─────────────╯        │     TO PE       │        │                 │
                         └─────────────────┘        └─────────────────┘
```

Page 2 of 3   4 March 2002, Revison 1

PUBLIC EDUCATION (PE)

Public Education Course Codes:

B10L	Boating Skills and Seamanship (10 to13-L)
B13L	Boating Skills and Seamanship (13-L)
B6L	Boating Skills and Seamanship (6-L Core)
B7L	Boating Skills and Seamanship (7 to 9-L)
BCN	Basic Coastal Navigation (8-L)
BSC	Boating Safely (4-L)
ACN	Advanced Coastal Navigation (14-L)
NBA	National Board Authorized 1 Lesson (1-L)
OWT	On The Water Training
PEABC	Americas Boating Course
PEBF	Boating Fun
PEGPS	Global Positioning System
PESF	Sailing Fundamentals
PEWE	Waypoints Course
PWC	Personal Watercraft Course
STATE	State Boating Course
SAILING	Let's Go Sailing

Note 1: Public Education Details:

Public Education Details are entered only at the last class session of the course being taught. But do enter the number of HOURS taught after every class session for the duration of the course.

Number of Enrollees
Total Number of Graduates
State Boating Course
Total Number of Enrollees 17 and under
Total Number of Graduates 17 and under
State Class Taught in (Two letter abrevation of the State)
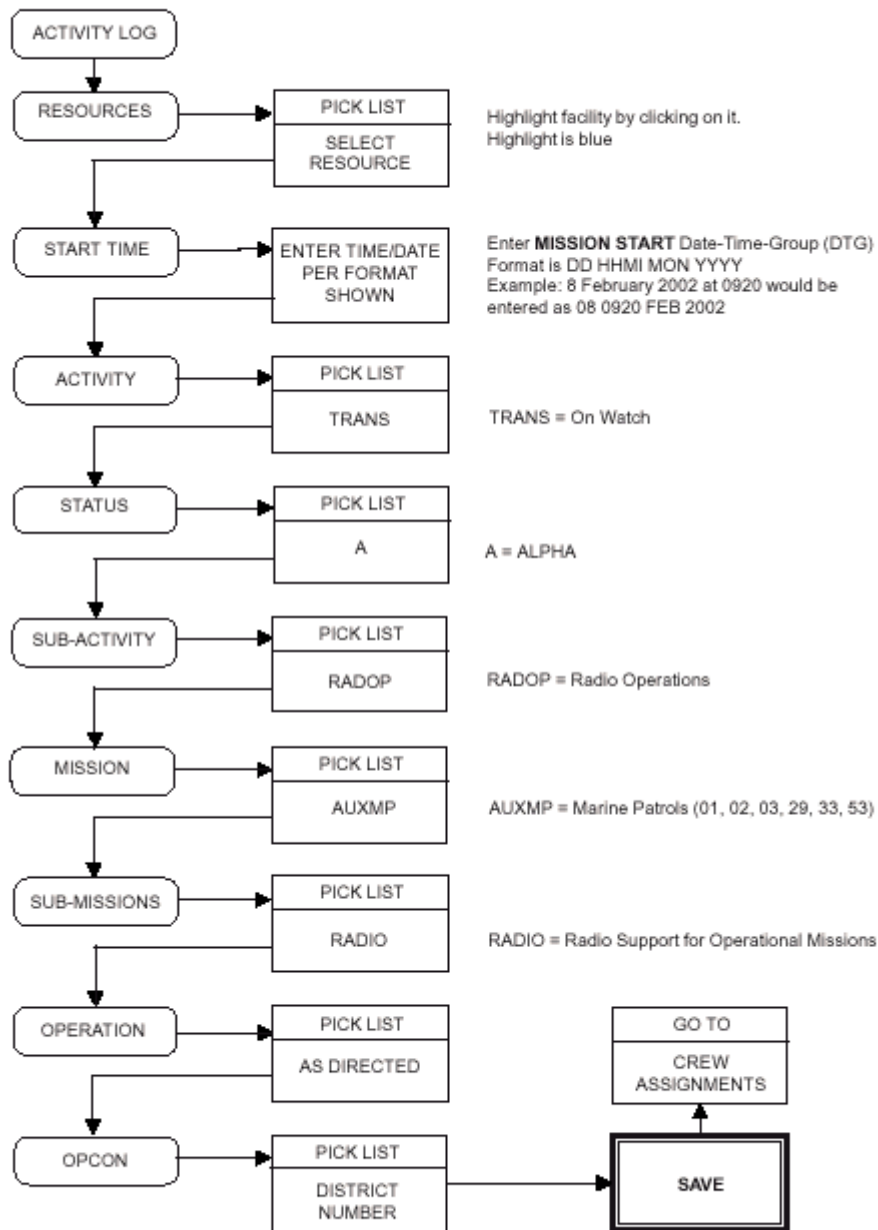
Page 3 of 3   4 March 2002, Revision 1

RADIO MISSION - MARINE PATROL (RADIO)

```
ACTIVITY LOG
     │
     ▼
RESOURCES ──────►  PICK LIST          Highlight facility by clicking on it.
     │             SELECT             Highlight is blue
     │             RESOURCE
     ▼
START TIME ─────►  ENTER TIME/DATE    Enter MISSION START Date-Time-Group (DTG)
     │             PER FORMAT         Format is DD HHMI MON YYYY
     │             SHOWN              Example: 8 February 2002 at 0920 would be
     ▼                                entered as 08 0920 FEB 2002
ACTIVITY ───────►  PICK LIST
     │             TRANS              TRANS = On Watch
     ▼
STATUS ─────────►  PICK LIST
     │             A                  A = ALPHA
     ▼
SUB-ACTIVITY ───►  PICK LIST
     │             RADOP              RADOP = Radio Operations
     ▼
MISSION ────────►  PICK LIST
     │             AUXMP              AUXMP = Marine Patrols (01, 02, 03, 29, 33, 53)
     ▼
SUB-MISSIONS ───►  PICK LIST
     │             RADIO              RADIO = Radio Support for Operational Missions
     ▼
OPERATION ──────►  PICK LIST                        GO TO
     │             AS DIRECTED                       CREW
     │                                               ASSIGNMENTS
     ▼                                                  ▲
OPCON ──────────►  PICK LIST                            │
                   DISTRICT ──────────►  SAVE ──────────┘
                   NUMBER
```

Page 1 of 3   4 March 2002, Revison 1

RADIO MISSION (RADIO)

CREW ASSIGNMENTS →

PICK LIST

SELECT CREW MEMBERS

Select crew members by highlighting their names.
HINT: Use "Search for Person" by typing their last name only in the window.

ACTION

MOVE SELECTED CREW MEMBERS FROM LEFT TO RIGHT

Use the > button to move selected crew members from left to right.
HINT: Do not use the >> button which moves every one to the right

ACTION

SELECT CREW POSITIONS

Click on the ▼ key and select NOT APPLICABLE (only choice)

SAVE

ACTIVITY LOGS →

ACTION

COPY WITH CREW

END OF MISSION TIME →

ENTER TIME/DATE PER FORMAT SHOWN

Enter **MISSION END** Date-Time-Group (DTG).
Format is DD HHMI MON YYYY

ACTIVITY →

PICK LIST

END OF MISSION EOM

STATUS →

PICK LIST

C CHARLIE

SUB-ACTIVITY
GO TO PAGE 3

Page 2 of 4   8 February 2002, Original

RADIO MISSION (RADIO)

```
SUB-ACTIVITY ─────────▶  PICK LIST
                         ─────────────
                         END OF MISSION
                         EOM

MISSION ──────────────▶  PICK LIST
                         ─────────────
                         NO ENTRY
                         REQUIRED

SUB-MISSIONS ─────────▶  PICK LIST
                         ─────────────
                         NO ENTRY
                         REQUIRED

OPERATION ────────────▶  PICK LIST
                         ─────────────
                         AS DIRECTED

OPCON ────────────────▶  PICK LIST
                         ─────────────
                         DISTRICT
                         NUMBER

                         SAVE

                         APPROVALS
```

Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MIS-SION line.

Click on UP and the mission is moved to the "Approved Activities" window.

SAFETY PATROL (BOAT)

ACTIVITY LOG

RESOURCES → PICK LIST / SELECT RESOURCE

Select facility by clicking on it. Selected facility is highlighted is blue

START TIME → ENTER TIME/DATE PER FORMAT SHOWN

Enter **MISSION START** Date-Time-Group (DTG)
Format is DD HHMI MON YYYY
Example: 8 February 2002 at 0920 would be entered as 08 0920 FEB 2002

ACTIVITY → PICK LIST / U/W

U/W = Underway

STATUS → PICK LIST / A

A = ALPHA

SUB-ACTIVITY → PICK LIST / OPS

OPS = Operations

MISSION → PICK LIST / AUXMP

AUXMP = Auxiliary Marine Patroll

SUB-MISSIONS → PICK LIST / SAFETY

OPERATION → PICK LIST / AS DIRECTED

OPCON → PICK LIST / DISTRICT NUMBER

GO TO / ACTIVITY LOG DETAILS

SAVE

Page 1 of 4   4 March 2002, Revision 1

SAFETY PATROL (BOAT)

ACTVITY LOG DETAILS → ENTER

MISSION DETAILS

LOCATION
ASSISTS
PATROL STATUS
WATERS

↓

SAVE

CREW ASSIGNMENTS → PICK LIST

SELECT CREW MEMBERS

Select crew members by highlighting their names.
HINT: Use "Search for Person" by typing their last name only in the window.

↓

ACTION

MOVE SELECTED CREW MEMBERS FROM LEFT TO RIGHT

Use the > button to move selected crew members from left to right.
HINT: Do not use the >> button which moves every one to the right

↓

ACTION

SELECT CREW POSITIONS

Click on the ▼ key and select appropriate position, i.e. coxswain, boat crew member, etc. for each crew member selected

↓

SAVE

TASKS → SELECT TASKS

AS APPROPRIATE → TASK CAPTURE

Select only if training occurred. Otherwise skip and go to Activity Logs, page 3

GO TO PAGE 3

Page 2 of 4   4 March 2002, Revision 1

SAFETY PATROL (BOAT)

TASK CAPTURE →

ACTION

INSTRUCTOR
DURATION IN HOURS
DATE COMPLETED
REMARKS

Enter the name of the instructor.
Enter duration in whole hours.
Enter date completed.
Enter any remarks

↓

ACTION

MOVE ELIGIBLE TO
PARTICIPATE
FROM LEFT TO RIGHT

ENTER GRADE

Highlight eligible members and move them
to the right.

↓

SAVE

ACTIVITY LOGS →

ACTION

COPY WITH
CREW

START TIME →

ENTER TIME/DATE
PER FORMAT
SHOWN

Enter **MISSION END** Date-Time-Group (DTG)
Format is DD HHMI MON YYYY
Example: 8 February 2002 at 0920 would be
entered as 08 0920 FEB 2002

ACTIVITY →

PICK LIST

EOM

EOM = End of Mission

STATUS →

PICK LIST

C

C = CHARLEY

→ Sub-Activity

GO TO PAGE 4

Page 3 of 4   4 March 2002, Revision 1

ATON PATROL (BOAT)

```
SUB-ACTIVITY  ───►   PICK LIST
                     ─────────        EOM = End of Mission
     │               EOM
     ▼
 MISSION      ───►   PICK LIST
                     ─────────
     │               NO ENTRY
     ▼               REQUIRED

SUB-MISSIONS  ───►   PICK LIST
                     ─────────
     │               NO ENTRY
     ▼               REQUIRED

 OPERATION    ───►   PICK LIST
                     ─────────
     │               AS DIRECTED
     ▼

  OPCON       ───►   PICK LIST
                     ─────────
                     DISTRICT
                     NUMBER
                        │
                        ▼
                  ┌─────────────┐
                  │    SAVE     │
                  └─────────────┘
                        │
                        ▼
                  ┌─────────────┐
                  │  APPROVALS  │
                  └─────────────┘
```

Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.
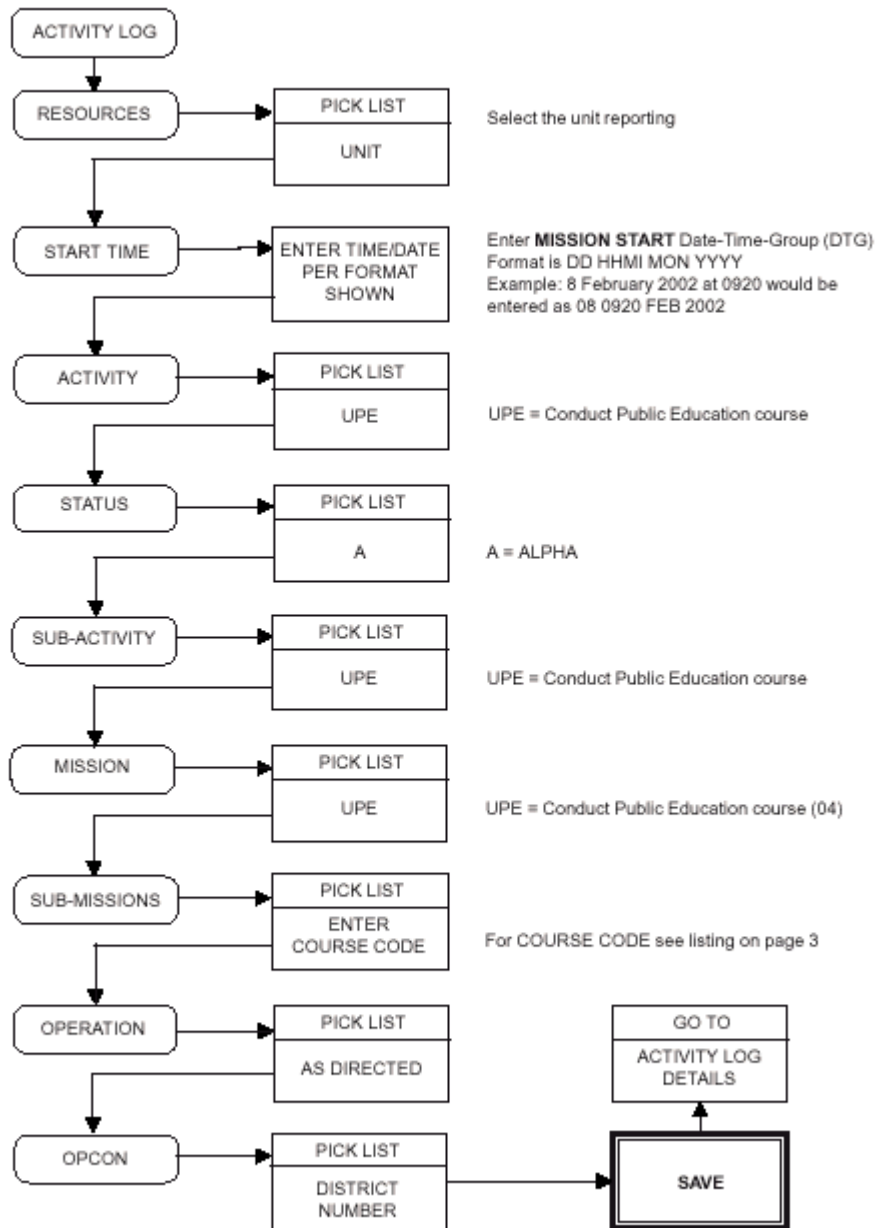
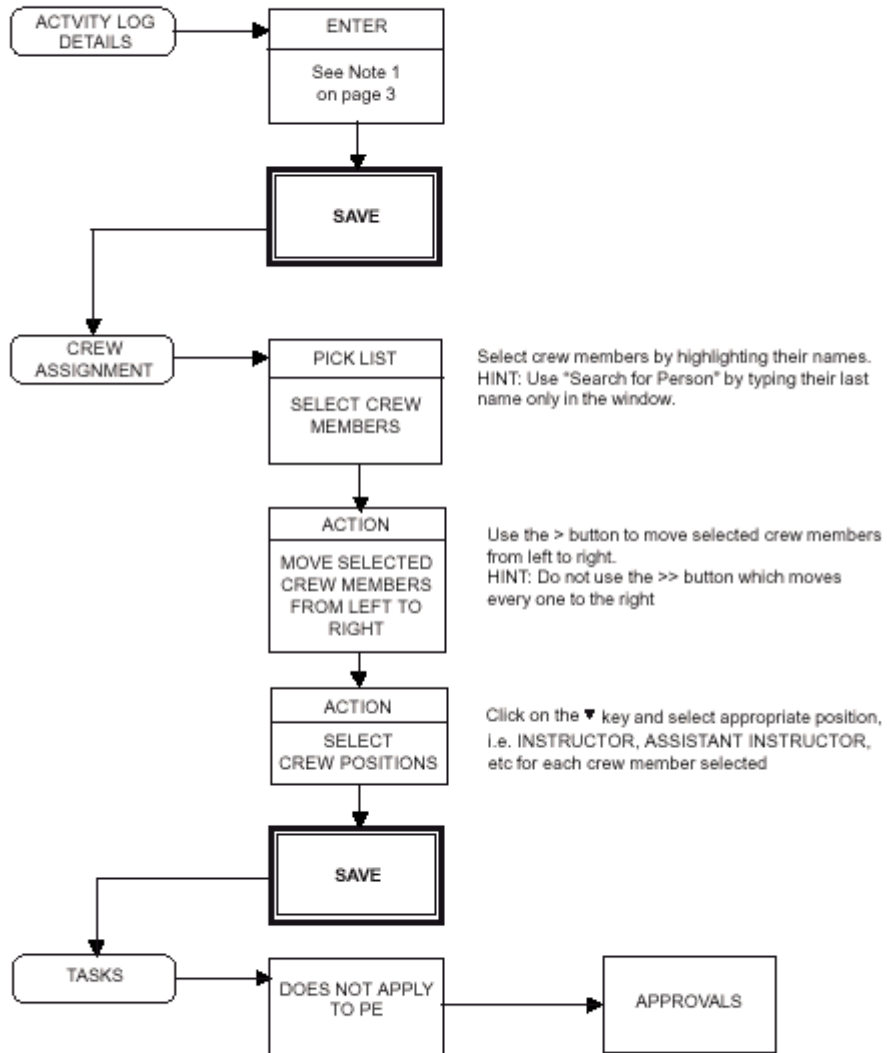Click on UP and the mission is moved to the "Approved Activities" window.

Page 4 of 4   4 March 2002, Revision 1

VESSEL SAFETY CHECK (VSC)

ACTIVITY LOG

RESOURCES → PICK LIST / UNIT

NOTE: For a complete listing of the "Pick Lists" go to Table XX in this document or "List of Values" on the screen.

START/STOP TIME → ENTER TIME/DATE PER FORMAT SHOWN

ACTIVITY → PICK LIST / UAAS UNIT ADM

STATUS → PICK LIST / A   ALPHA

SUB-ACTIVITY → PICK LIST / UAAS UNIT ADM

MISSION → PICK LIST / VSC

SUB-MISSIONS → PICK LIST / PB   PRIVATE BOAT

OPERATION → PICK LIST

OPCON → PICK LIST / DISTRICT NUMBER

VESSEL SAFETY CHECK (VSC) cont.

```
┌──────────────────┐
│  ACTVITY LOG     │
│  DETAILS         │
└──────────────────┘
         │
         ▼
┌──────────────────┐        ┌──────────────────────┐
│  CREW ASSIGN-    │───────▶│     PICK LIST        │
│  MENTS           │        ├──────────────────────┤
└──────────────────┘        │  SELECT CREW         │
                            │  MEMBERS             │
                            └──────────────────────┘
                                      │
                                      ▼
                            ┌──────────────────────┐
                            │     ACTION           │
                            ├──────────────────────┤
                            │  MOVE SELECTED       │
                            │  CREW MEMBERS        │
                            │  FROM LEFT TO        │
                            │  RIGHT               │
                            └──────────────────────┘
                                      │
                                      ▼
                            ┌──────────────────────┐
                            │     ACTION           │
                            ├──────────────────────┤
                            │     SELECT           │
                            │  CREW POSITIONS      │
                            └──────────────────────┘
         ┌────────────────────────┘
         ▼
┌──────────────────┐        ┌──────────────────────┐
│     TASKS        │───────▶│  DOES NOT APPLY      │        ┌──────────────────┐
└──────────────────┘        │  FOR VFCs            │───────▶│  GO TO ACTIVITY  │
                            └──────────────────────┘        │  LOGS            │
                                                            └──────────────────┘
```

APPENDIX B

PRINTING REPORTS THROUGH

THE CITRIX SERVER

To help your users with printing reports when connected through the CITRIX server (**Internet Users: Production Database**), please let them know that they can save the file to their local (client) disk drive by following the instructions below.
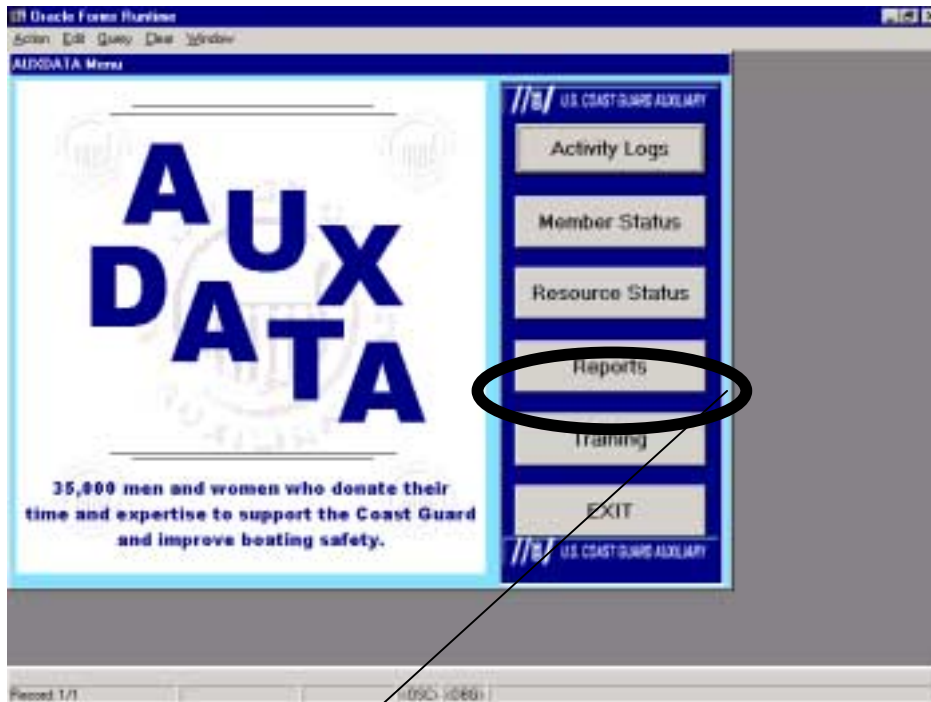
Select the reports button…

Select Email Directory….

Select the appropriate flotilla…

Select "Generate to File", then appropriate type

Select "Full Acess"

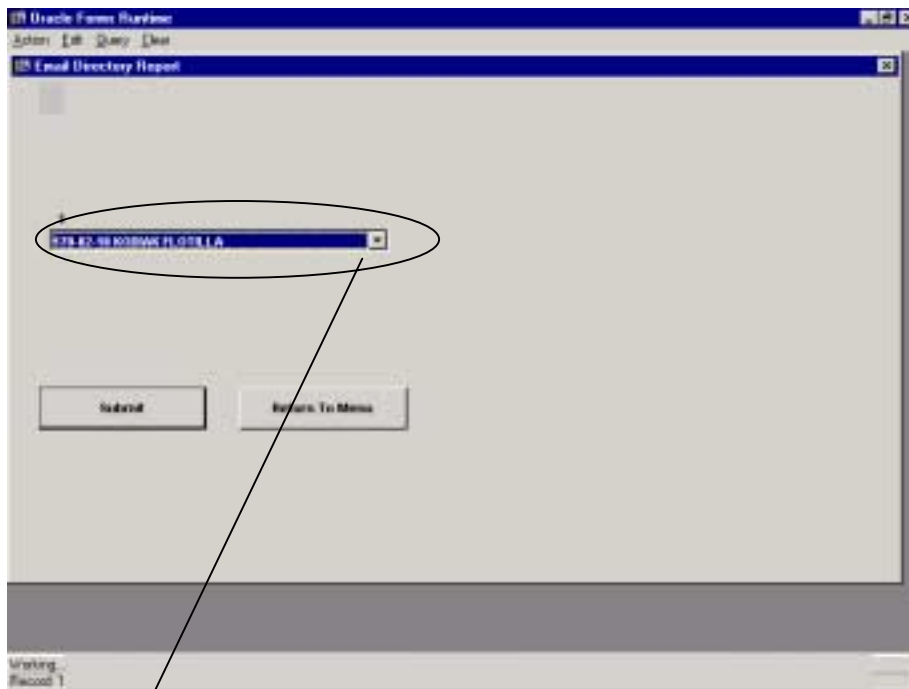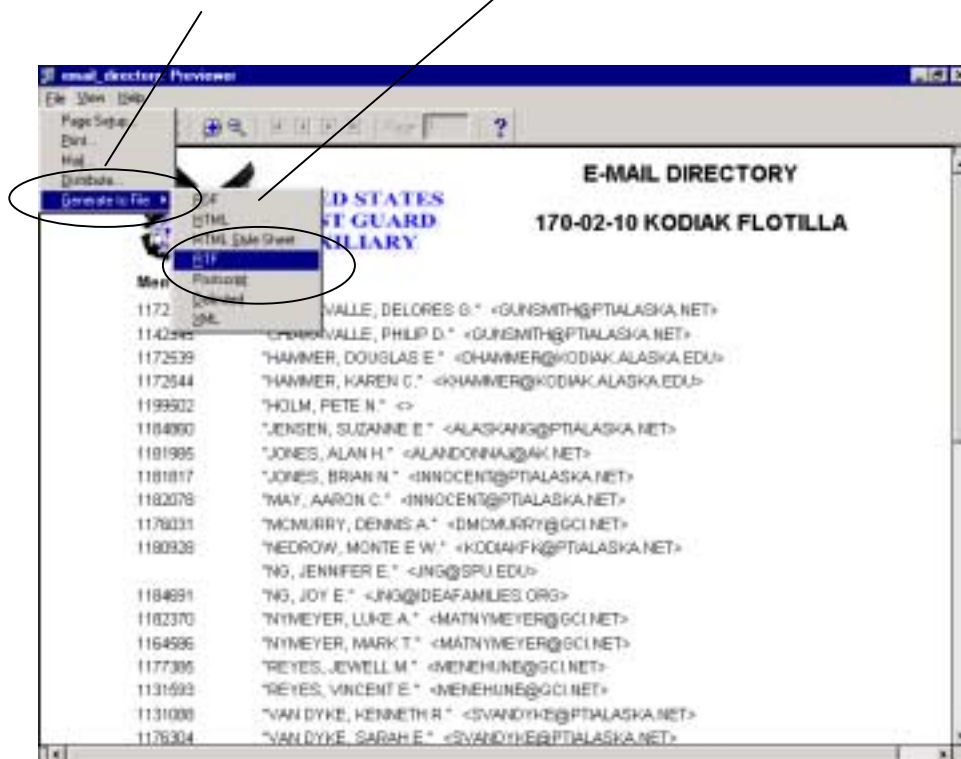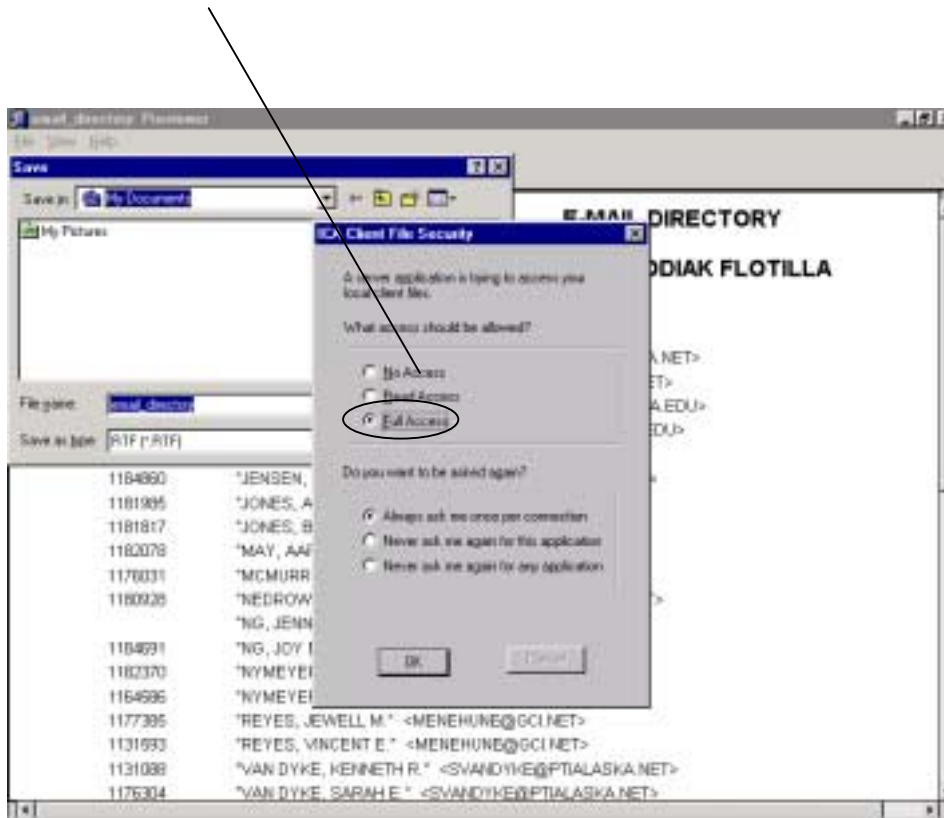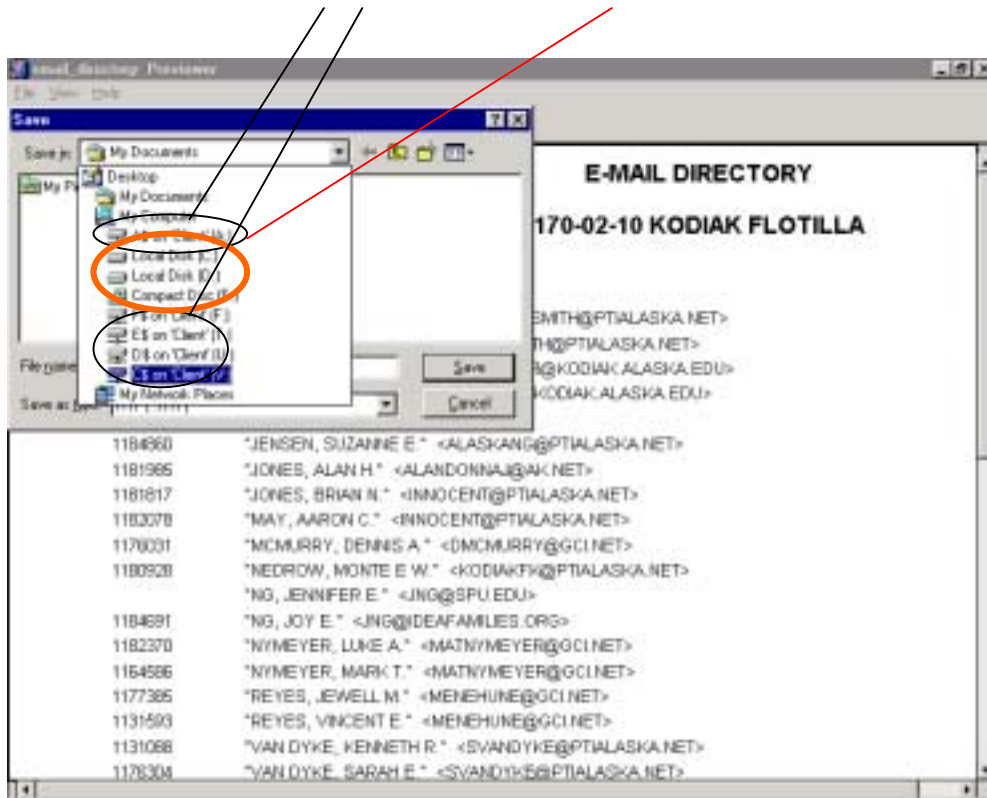Select appropriate location on CLIENT workstation…**do not select** LOCAL

Save to the appropriate Client location

E-MAIL DIRECTORY

170-02-10 KODIAK FLOTILLA

	SMITH@PTIALASKA.NET>
	TH@PTIALASKA.NET>
	R@KODIAK.ALASKA.EDU>
	KODIAK.ALASKA.EDU>
1184860	"JENSEN, SUZANNE E." <ALASKANG@PTIALASKA.NET>
1181985	"JONES, ALAN H." <ALANDONNAJ@AK.NET>
1181817	"JONES, BRIAN N." <INNOCENT@PTIALASKA.NET>
1182078	"MAY, AARON C." <INNOCENT@PTIALASKA.NET>
1176031	"MCMURRY, DENNIS A." <DMCMURRY@GCI.NET>
1180928	"NEDROW, MONTE E W." <KODIAKFK@PTIALASKA.NET>
	"NG, JENNIFER E." <JNG@SPU.EDU>
1184691	"NG, JOY E." <JNG@IDEAFAMILIES.ORG>
1182370	"NYMEYER, LUKE A." <MATNYMEYER@GCI.NET>
1164586	"NYMEYER, MARK T." <MATNYMEYER@GCI.NET>
1177385	"REYES, JEWELL M." <MENEHUNE@GCI.NET>
1131593	"REYES, VINCENT E." <MENEHUNE@GCI.NET>
1131088	"VAN DYKE, KENNETH R." <SVANDYKE@PTIALASKA.NET>
1176304	"VAN DYKE, SARAH E." <SVANDYKE@PTIALASKA.NET>